

N O T I C E

NO HAND CARRIED BIDS! NO MAILED BIDS!

Current security requirements established by the U.S. Capitol Police to screen mail being delivered to the U.S. Capitol Complex of buildings preclude the use of U.S. Postal Service by offerors to deliver their proposals submitted in response to this solicitation. In addition, because all packages must be screened for security purposes at a central location prior to their delivery, the Architect of the Capitol cannot accept packages containing offers handcarried directly to the Bid Room address within the Ford House Office Building, as specified elsewhere in this solicitation, or at any other location in the U.S. Capitol Complex of buildings.

Due to these unusual circumstances the Procurement Division for the Architect of the Capitol will only accept offers/proposals via UPS or FEDEX. See provision AOC52.215-1 Instructions to Offerors located in Section L for solicitations for services/supplies or the Solicitation Conditions for solicitations for construction. All handcarried offers/proposals will be rejected. Any attempt to handcarry an offer/proposal to any location in the U.S. Capitol Complex of buildings will be refused. Offerors are advised when sending proposals via FEDEX or UPS ***not*** to use same day delivery. FEDEX/UPS often subcontract out the delivery for same-day service. It is necessary for delivery personnel to arrive in a FEDEX/UPS truck and be in a uniform recognized as FEDEX/UPS. Offerors are encouraged to determine who will be making the delivery when making arrangements with FEDEX/UPS.

NOTICE TO CONTRACTORS

The Architect of the Capitol anticipates that in 2006 the agency's contractors will have to register with the Central Contractor Registration (CCR) database. This is the primary vendor database for the U.S. Federal Government and the CCR collects, validates, stores, and disseminates data in support of agency acquisition missions.

Registration in the CCR will become mandatory in order to be awarded contracts by the Federal Government. Vendors are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Vendors must update or renew their registration at least once per year to maintain an active status.

CCR validates the vendor information and electronically shares the secure and encrypted data with the federal agencies finance offices to facilitate paperless payments through electronic funds transfer (EFT).

The AOC is now encouraging all vendors to register with the CCR if they are not already registered. Vendors can register on line at <http://www.ccr.gov>. This internet site contains all pertinent information for registration as well as provides contact points for help when registering.

SOLICITATION, OFFER AND AWARD Architect of the Capitol - January 2004		REQUISITION NO.		PROJECT NO.	PAGE 0 F 1A 53 PAGES
1. CONTRACT NO.		2. SOLICITATION NO. RFP 060141		3. TYPE OF SOLICITATION ____ SEALED BID (IFB) <u> X </u> NEGOTIATED (RFP)	
		4. DATE ISSUED August 29, 2006			
5. ISSUED BY ARCHITECT OF THE CAPITOL United States Capitol Washington, D.C. 20515				6. ADDRESS OFFER TO (If other than Item 5) Architect of the Capitol, Procurement Division Ford House Office Building, Attn: (JOHN FRIEDHOFF) Room H2-263 Bid Room, Second and "D" Streets, S.W. Washington DC 20515	
NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".					
SUBJECT: FABRICATION OF MEMBER IDENTIFICATION AND STATE SEAL INTERIOR WAY FINDING SIGN AGE FOR THE SENATE OFFICE BUILDINGS, WASHINGTON, DC.					

SOLICITATION	
7. Sealed offers in original and <u> 3 </u> complete copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 6 until 2:00 P.M., local time, October 3, 2006 . A pre-proposal conference is scheduled for September 14, 2006 at 2:00 PM local time. CAUTION - Submission, Modification, Revision, and Withdrawal of Offers: See Section L. All offers are subject to all terms and conditions contained in this solicitation.	
8. FOR INFORMATION CALL: John Friedhoff TELEPHONE NO. (Include area code) (NO COLLECT CALLS) (202) 226-4525	

9. TABLE OF CONTENTS							
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OFFER (Must be fully completed by offeror)				
NOTE: ITEM 10 does not apply if the solicitation includes the provision entitled Minimum Bid Acceptance Period.				
10. In compliance with the above, the undersigned agrees, if this offer is accepted within <u> 90 </u> calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.				
11. DISCOUNT FOR PROMPT PAYMENT		10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %
		____ CALENDAR DAYS %		
12. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated:		AMENDMENT NO.	DATE	AMENDMENT NO.
13A. NAME AND ADDRESS OF OFFEROR		DUNS NO. _____ TAXPAYER IDENTIFICATION NO. _____		14. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or Print)
13B. TELEPHONE & FACSIMILE NOS. (Include area codes)		13C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE -ENTER ____ SUCH ADDRESS IN SCHEDULE		15. SIGNATURE
				16. OFFER DATE

AWARD (To be completed by Government)			
17. ACCEPTED AS TO ITEMS NUMBERED		18. AMOUNT	
		19. ACCOUNTING AND APPROPRIATION	
20. AUTHORITY FOR NEGOTIATION, IF APPLICABLE		21. SUBMIT INVOICE FOR PAYMENT TO: ACCT. FAX 202-226-2580	
22. NAME OF CONTRACTING OFFICER (Type or print)		23. UNITED STATES OF AMERICA (Signature of Contracting Officer)	
		24. AWARD DATE	

SECTION B

THE SCHEDULE: SUPPLIES OR SERVICES AND PRICES/COSTS

The Contractor shall furnish all materials, labor and equipment necessary for the fabrication of Interior Way-finding Signs for the Members of Congress office suites, as required by the Architect of the Capitol, located in Washington, DC in accordance with the terms and conditions, specifications and drawings all shown in this solicitation. As a separate line item all, or some of these signs may require installation by the contractor. All contractors are required to submit a price on all line items for the base year with total, and clearly show prices for each option year with totals.

1. SCHEDULE OF ITEMS:

BASE PERIOD Oct. 2006 to Oct. 2007 (Estimated)

Item No.	Description	Estimated Quantity	Unit Price	U/M	Amount
0001AA	Sign Type A - Floor Level Identification	<u>47</u>	\$ _____	<u>EA</u>	\$ _____
0001AB	Installation of Sign Type A	<u>47</u>	\$ _____	<u>EA</u>	\$ _____
0001AC	Installation of Sign Type B.0	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0001AD	Installation of Sign Type B.1	<u>7</u>	\$ _____	<u>EA</u>	\$ _____
0001AE	Installation of Sign Type D, V, W	<u>55</u>	\$ _____	<u>EA</u>	\$ _____
0001AF	Sign Type B.0 - Room # Identification	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0001AG	Sign Type B.1 Room Description	<u>7</u>	\$ _____	<u>EA</u>	\$ _____
0001AH	Sign Type D - Destinations Directory	<u>36</u>	\$ _____	<u>EA</u>	\$ _____
0001AI	Sign Type E - Exit Directory (within elevator)	<u>24</u>	\$ _____	<u>EA</u>	\$ _____
0001AJ	Installation of Sign Type E	<u>24</u>	\$ _____	<u>EA</u>	\$ _____
0001AK	Sign Type F - Floor Directory	<u>80</u>	\$ _____	<u>EA</u>	\$ _____
0001AL	Installation of Sign Type F	<u>80</u>	\$ _____	<u>EA</u>	\$ _____
0001AM	Sign Type G - Secondary Directional	<u>100</u>	\$ _____	<u>EA</u>	\$ _____
0001AN	Installation of Sign Type G, G.1, K	<u>120</u>	\$ _____	<u>EA</u>	\$ _____
0001AP	Sign Type G.1 - Plaque	<u>28</u>	\$ _____	<u>EA</u>	\$ _____

Item No.	Description	Estimated Quantity	Unit Price	U/M	Amount
0001AQ	Sign Type GG - Bldg. Announcement Directory	<u>7</u>	\$ _____	<u>EA</u>	\$ _____
0001AR	Installation of Sign Type GG	<u>7</u>	\$ _____	<u>EA</u>	\$ _____
0001AS	Sign Type H - Identification Blade	<u>94</u>	\$ _____	<u>EA</u>	\$ _____
0001AT	Installation of Sign Type H, H.1, and I	<u>100</u>	\$ _____	<u>EA</u>	\$ _____
0001AU	Sign Type H.1 - Identification & Directional	<u>24</u>	\$ _____	<u>EA</u>	\$ _____
0001AV	Blade Graphic Plaque Sign Type HH -Exit Info.	<u>5</u>	\$ _____	<u>EA</u>	\$ _____
0001AW	Sign Type I - Directional Blade Graphic	<u>17</u>	\$ _____	<u>EA</u>	\$ _____
0001AX	Installation of Sign Type I	<u>17</u>	\$ _____	<u>EA</u>	\$ _____
0001AY	Sign Type K - Stair Level Identification	<u>25</u>	\$ _____	<u>EA</u>	\$ _____
0001AZ	Sign Type L - Restroom Plaque	<u>150</u>	\$ _____	<u>EA</u>	\$ _____
0001BA	Installation of Sign Type L, M, and HH	<u>160</u>	\$ _____	<u>EA</u>	\$ _____
0001BB	Sign Type M - Accessible Restroom	<u>17</u>	\$ _____	<u>EA</u>	\$ _____
0001BC	Sign Type S - Amenity Identification	<u>17</u>	\$ _____	<u>EA</u>	\$ _____
0001BD	Installation of Sign Type S	<u>17</u>	\$ _____	<u>EA</u>	\$ _____
0001BE	Sign Type T - Self Schedule Conf. Rm.	<u>17</u>	\$ _____	<u>EA</u>	\$ _____
0001BF	Installation of Sign Type T	<u>17</u>	\$ _____	<u>EA</u>	\$ _____
0002BG	Sign Type V - Handicap Restriction	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0001BH	Sign Type W - Hours of Operation	<u>25</u>	\$ _____	<u>EA</u>	\$ _____
Total of Extended Unit Prices (Amounts) for Items No. 0001AA through 0001BH for the Base Period.					\$ _____

OPTION PERIOD I
Oct. 2007 to Oct. 2008 (Estimated)

Item No.	Description	<u>Estimated Quantity</u>	<u>Unit Price**</u>	<u>U/M</u>	<u>Amount</u>
0002AA	Sign Type A - Floor Level Identification	<u>27</u>	\$ _____	<u>EA</u>	\$ _____
0002AB	Installation of Sign Type A	<u>27</u>	\$ _____	<u>EA</u>	\$ _____
0002AC	Installation of Sign Type B.0	<u>6</u>	\$ _____	<u>EA</u>	\$ _____
0002AD	Installation of Sign Type B.1	<u>4</u>	\$ _____	<u>EA</u>	\$ _____
0002AE	Installation of Sign Type D, V, W	<u>30</u>	\$ _____	<u>EA</u>	\$ _____
0002AF	Sign Type B.0 - Room # Identification	<u>6</u>	\$ _____	<u>EA</u>	\$ _____
0002AG	Sign Type B.1 Room Description	<u>4</u>	\$ _____	<u>EA</u>	\$ _____
0002AH	Sign Type D - Destinations Directory	<u>21</u>	\$ _____	<u>EA</u>	\$ _____
0002AI	Sign Type E - Exit Directory (within elevator)	<u>14</u>	\$ _____	<u>EA</u>	\$ _____
0002AJ	Installation of Sign Type E	<u>14</u>	\$ _____	<u>EA</u>	\$ _____
0002AK	Sign Type F - Floor Directory	<u>46</u>	\$ _____	<u>EA</u>	\$ _____
0002AL	Installation of Sign Type F	<u>46</u>	\$ _____	<u>EA</u>	\$ _____
0002AM	Sign Type G - Secondary Directional	<u>77</u>	\$ _____	<u>EA</u>	\$ _____
0002AN	Installation of Sign Type G, G.1, K	<u>80</u>	\$ _____	<u>EA</u>	\$ _____
0002AP	Sign Type G.1 - Plaque	<u>12</u>	\$ _____	<u>EA</u>	\$ _____
0002AQ	Sign Type GG - Bldg. Announcement Directory	<u>4</u>	\$ _____	<u>EA</u>	\$ _____
0002AR	Installation of Sign Type GG	<u>4</u>	\$ _____	<u>EA</u>	\$ _____
0002AS	Sign Type H - Identification Blade	<u>54</u>	\$ _____	<u>EA</u>	\$ _____
0002AT	Installation of Sign Type H, H.1, and I	<u>60</u>	\$ _____	<u>EA</u>	\$ _____

Item No.	Description	Estimated Quantity	Unit Price**	U/M	Amount
0002AU	Sign Type H.1 - Identification & Directional	<u>14</u>	\$ _____	<u>EA</u>	\$ _____
0002AV	Blade Graphic Plaque Sign Type HH -Exit Info.	<u>3</u>	\$ _____	<u>EA</u>	\$ _____
0002AW	Sign Type I - Directional Blade Graphic	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0002AX	Installation of Sign Type I	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0002AY	Sign Type K - Stair Level Identification	<u>25</u>	\$ _____	<u>EA</u>	\$ _____
0002AZ	Sign Type L - Restroom Plaque	<u>96</u>	\$ _____	<u>EA</u>	\$ _____
0002BA	Installation of Sign Type L, M, and HH	<u>100</u>	\$ _____	<u>EA</u>	\$ _____
0002BB	Sign Type M - Accessible Restroom	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0002BC	Sign Type S - Amenity Identification	<u>9</u>	\$ _____	<u>EA</u>	\$ _____
0002BD	Installation of Sign Type S	<u>9</u>	\$ _____	<u>EA</u>	\$ _____
0002BE	Sign Type T - Self Schedule Conf. Rm.	<u>9</u>	\$ _____	<u>EA</u>	\$ _____
0002BF	Installation of Sign Type T	<u>9</u>	\$ _____	<u>EA</u>	\$ _____
0002BG	Sign Type V - Handicap Restriction	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0002BH	Sign Type W - Hours of Operation	<u>25</u>	\$ _____	<u>EA</u>	\$ _____
Total of Extended Unit Prices (Amounts) for Items No. 0002AA through 0002BH for the Option Period I.					\$ _____

OPTION PERIOD 2
Oct. 2008 to Oct. 2009 (Estimated)

Item No.	Description	Estimated Quantity	Unit Price**	U/M	Amount
0003AA	Sign Type A - Floor Level Identification	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003AB	Installation of Sign Type A	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003AC	Installation of Sign Type B.0	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003AD	Installation of Sign Type B.1	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003AE	Installation of Sign Type D, V, W	<u>20</u>	\$ _____	<u>EA</u>	\$ _____
0003AF	Sign Type B.0 - Room # Identification	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
	Sign Type B.1 Room Description				
0003AG	Sign Type B.1 - Room Description	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003AH	Sign Type D - Destinations Directory	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003AI	Sign Type E - Exit Directory (within elevator)	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003AJ	Installation of Sign Type E	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003AK	Sign Type F - Floor Directory	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003AL	Installation of Sign Type F	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003AM	Sign Type G - Secondary Directional	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003AN	Installation of Sign Type G, G.1, K	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003AP	Sign Type G.1 - Plaque	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003AQ	Sign Type GG - Bldg. Announcement Directory	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003AR	Installation of Sign Type GG	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003AS	Sign Type H - Identification Blade	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003AT	Installation of Sign Type H, H.1, and I	<u>20</u>	\$ _____	<u>EA</u>	\$ _____

Item No.	Description	Estimated Quantity	Unit Price**	U/M	Amount
0003AU	Sign Type H.1 - Identification & Directional	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003AV	Blade Graphic Plaque Sign Type HH -Exit Info.	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003AW	Sign Type I - Directional Blade Graphic	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003AX	Installation of Sign Type I	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003AY	Sign Type K - Stair Level Identification	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003AZ	Sign Type L - Restroom Plaque	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003BA	Installation of Sign Type L, M, and HH	<u>20</u>	\$ _____	<u>EA</u>	\$ _____
0003BB	Sign Type M - Accessible Restroom	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003BC	Sign Type O.1 Member Id. Name	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003BD	Sign Type O.2 Member Id. State Seal	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003BE	Installation of Sign Type O.1 and O.2	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003BF	Sign Type S - Amenity Identification	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003BG	Installation of Sign Type S	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003BH	Sign Type T - Self Schedule Conf. Rm.	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003BI	Installation of Sign Type T	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003BJ	Sign Type V - Handicap Restriction	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0003BK	Sign Type W - Hours of operation	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
Total of Extended Unit Prices (Amounts) for Items No. 0003AA through 0003BK for the Option Period 2.					\$ _____

OPTION PERIOD 3
Oct. 2009 to Oct. 2010 (Estimated)

Item No.	Description	Estimated Quantity	Unit Price**	U/M	Amount
0004AA	Sign Type A - Floor Level Identification	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004AB	Installation of Sign Type A	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004AC	Installation of Sign Type B.0	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
000 4AD	Installation of Sign Type B.1	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004AE	Installation of Sign Type D, V, W	<u>20</u>	\$ _____	<u>EA</u>	\$ _____
0004AF	Sign Type B.0 - Room # Identification	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004AG	Sign Type B.1 Room Description	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004AH	Sign Type D - Destinations Directory	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004AI	Sign Type E - Exit Directory (within elevator)	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004AJ	Installation of Sign Type E	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004AK	Sign Type F - Floor Directory	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004AL	Installation of Sign Type F	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004AM	Sign Type G - Secondary Directional	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004AN	Installation of Sign Type G, G.1, K	<u>20</u>	\$ _____	<u>EA</u>	\$ _____
0004AP	Sign Type G.1 - Plaque	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004AQ	Sign Type GG - Bldg. Announcement Directory	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004AR	Installation of Sign Type GG	<u>10</u>	\$ _____	<u>EA</u>	\$ _____

Item No.	Description	Estimated Quantity	Unit Price**	U/M	Amount
0004AS	Sign Type H - Identification Blade	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004AT	Installation of Sign Type H, H.1, and I	<u>20</u>	\$ _____	<u>EA</u>	\$ _____
0004AU	Sign Type H.1 - Identification & Directional	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004AV	Blade Graphic Plaque Sign Type HH -Exit Info.	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004AW	Sign Type I - Directional Blade Graphic	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004AX	Installation of Sign Type I	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004AY	Sign Type K - Stair Level Identification	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004AZ	Sign Type L - Restroom Plaque	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004BA	Installation of Sign Type L, M, and HH	<u>20</u>	\$ _____	<u>EA</u>	\$ _____
0004BB	Sign Type M - Accessible Restroom	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004BC	Sign Type O.1 Member Id. Name	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004BD	Sign Type O.2 Member Id. State Seal	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004BE	Installation of Sign Type O.1 and O.2	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004BF	Sign Type S - Amenity Identification	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004BG	Installation of Sign Type S	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004BH	Sign Type T - Self Schedule Conf. Rm.	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004BI	Installation of Sign Type T	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004BJ	Sign Type V - Handicap Restriction	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004BK	Sign Type W - Hours of Operation	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
Total of Extended Unit Prices (Amounts) for Items No. 0004AA through 0004BK for the Option Period 3.					\$ _____

OPTION PERIOD 4
Oct. 2010 to Oct. 2011 (Estimated)

Item No.	Description	Estimated Quantity	Unit Price**	U/M	Amount
0005AA	Sign Type A - Floor Level Identification	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005AB	Installation of Sign Type A	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005AC	Installation of Sign Type B.0	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005AD	Installation of Sign Type B.1	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005AE	Installation of Sign Type D, V, W	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005AF	Sign Type B.0 - Room # Identification	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005AG	Sign Type B.1 Room Description	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005AH	Sign Type D - Destinations Directory	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005AI	Sign Type E - Exit Directory (within elevator)	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005AJ	Installation of Sign Type E	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005AK	Sign Type F - Floor Directory	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005AL	Installation of Sign Type F	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005AM	Sign Type G - Secondary Directional	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005AN	Installation of Sign Type G, G.1, K	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005AP	Sign Type G.1 - Plaque	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005AQ	Sign Type GG - Bldg. Announcement Directory	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005AR	Installation of Sign Type GG	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005AS	Sign Type H - Identification Blade	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005AT	Installation of Sign Type H, H.1, and I	<u>20</u>	\$ _____	<u>EA</u>	\$ _____

Item No.	Description	Estimated Quantity	Unit Price**	U/M	Amount
0005AU	Sign Type H.1 - Identification & Directional	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005AV	Blade Graphic Plaque Sign Type HH -Exit Info.	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005AW	Sign Type I - Directional Blade Graphic	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005AX	Installation of Sign Type I	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005AY	Sign Type K - Stair Level Identification	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005AZ	Sign Type L - Restroom Plaque	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005BA	Installation of Sign Type L, M, and HH	<u>20</u>	\$ _____	<u>EA</u>	\$ _____
0005BB	Sign Type M - Accessible Restroom	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005BC	Sign Type O.1 Member Id. Name	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005BD	Sign Type O.2 Member Id. State Seal	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005BE	Installation of Sign Type O.1 and O.2	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005BF	Sign Type S - Amenity Identification	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005BG	Installation of Sign Type S	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005BH	Sign Type T - Self Schedule Conf. Rm.	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005BI	Installation of Sign Type T	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0004BJ	Sign Type V - Handicap Restriction	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
0005BK	Sign Type W - Hours of Operation	<u>10</u>	\$ _____	<u>EA</u>	\$ _____
Total of Extended Unit Prices (Amounts) for Items No. 0005AA through 0005BK for Option Year 4.					\$ _____

Total Price - Base Period plus All Option Years \$ _____
for Line Items No. 0001AA through 0005BK***

The unit price will govern if any errors in total pricing occur.

Please disregard the information shown on the next page. Go to page 12 for the Schedule notes.

Disregard the information on this page!!!

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When pricing the Basic IDIQ contract, offerors should refer to the referenced drawings and attached specifications. The attached drawings and specifications will be used when Task Order No. 1, and all other task orders issued under the Basic IDIQ contract.

****Line item unit prices should include fully burdened labor rates, for installation of the signs.**

*****Failure to submit pricing on all line items may result in rejection of your offer.**

2. ORDERING

The signage to be furnished under this Contract will be ordered by the authorized ordering officer through the issuance of individual Task Orders (See Section I, Contract Clause FAR 52.216-18 Ordering (OCT 1995). Funds under this contract will be obligated through the issuance of individual Task Orders.

3. MINIMUM AND MAXIMUM CONTRACT AMOUNTS

During the period specified in the “Supplementary Conditions” Article 1, the Government shall place orders totaling a minimum of \$10,000.00. The amount of all orders shall not exceed \$2,000,000.00.

4. A Pre-Bid Conference will be held on September 14, at 2:00 PM local time in the Ford House Office Building, Room 480, 2nd and D Streets, SW, Washington DC 20515.

END OF THE SCHEDULE

SECTION D

PACKAGING AND MARKING

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D.1 PACKAGING

.1 The item(s) procured under the contract shall be properly packed and packaged. Packing and packaging for shipment must meet manufacturer's recommended packing and packaging standard.

D.2 MARKING DELIVERABLES

.1 The signs shall be delivered with the drawing number, and size clearly labeled on the outside. Each carton containing signs shall be plainly and legibly marked with the following information: contract number, manufacturer's name and drawing number. Identifying markings on cartons shall be indelible and waterproofed. Improperly or illegibly marked cartons will be returned to the Contractor at no cost to the Government.

.2 Mark deliverables for:

Item Nos. 0001AA through 0005BK:

.....
The shipping location will be provided on each task order.

D.3

Unless otherwise specified, all documents prepared and submitted by the Contractor to the Government under this contract shall include the following information on the cover page of each document:

- (a) Name and business address of the contractor;**
- (b) Contract number;**
- (c) Point of Contact; and**
- (d) Date of transmittal.**

(End of clause)

END OF SECTION D

SECTION E
INSPECTION AND ACCEPTANCE

FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these addresses: www.gsa.gov or www.govcon.com

<u>CLAUSE TITLE</u> <u>NUMBER</u>	<u>DATE</u>	<u>FAR</u>
INSPECTION OF SUPPLIES--FIXED-PRICE	AUG 1996	52.246-2
RESPONSIBILITY FOR SUPPLIES	APR 1984	52.246-16

(End of clause)

END OF SECTION E

**SECTION F
DELIVERIES OR PERFORMANCE**

AOC52.211-4 TERM OF CONTRACT (JUN 2004)

The term of contract shall be from a base year of 12 months plus 4 one-year option periods. The total term of this contract is five years from the date of contract award. The contractor is requested to provide one delivery time for half of the total base year quantity that will include the submittal acceptance time, production time, delivery time, and installation time for half of the total base year estimated amount.

(End of clause)

FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these addresses: www.gsa.gov or www.govcon.com

<u>CLAUSE TITLE</u>	<u>DATE</u>	<u>FAR NUMBER</u>
STOP WORK ORDER	AUG 1989	52.242-15
F.O.B. DESTINATION	NOV 1991	52.247-34

END OF SECTION F

SECTION G
CONTRACT ADMINISTRATION DATA

AOC52.201-1 CONTRACTING OFFICER'S AUTHORITY (JUN 2004)

The Contracting Officer is the only person authorized to make or approve any changes in any of the requirements of this contract, notwithstanding any provision contained elsewhere in this contract. In the event that the Contractor makes any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in costs incurred as a result thereof.

(End of clause)

AOC52.201-2 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)
(MAR 2005)

The Government shall provide the name, address and telephone number of the COTR at the time of contract award and the duties thereby delegated to that person. Any subsequent change to the individual or the individual's responsibilities will be confirmed in writing by the Contracting Officer. In no instance will the COTR be delegated authority to order any change in the contractor's performance which would affect (a) cost or schedule for contracts for services or supplies, or (b) scope, the completion date for intermediate phases or milestones, or overall completion date for contracts for construction.

(End of clause)

AOC52.223-5 SPECIAL SECURITY REQUIREMENTS - SERVICES (AUG 2006)

- (a) All vehicles, and contents, used by the Contractor or his subcontractors, which enter or leave United States Government property during performance of the work, will be subject to clearance, inspection and identification procedures conducted by the United States Capitol Police.
- (b) All persons entering the Legislative Branch Buildings shall gain access to the building by passing through x-ray screening devices. In addition, all handbags and all hand-carried items shall be screened by x-ray devices prior to their entry into the building.
- (c) All personnel provided by the Contractor and employed on the site of the work will be subject to a security background investigation. Each employee will be required to fill out an I.D. Request Form and U.S. Capitol Police Request for check of Criminal History Records and each employee will be photographed and fingerprinted. The Contractor shall provide any assistance required by any of its employees in completing the forms.

(d) Prior to commencement of work, the contractor and all designated on-site employees will be required, on a one-time basis, to be fingerprinted in Washington D.C. The location for the Electronic Fingerprinting Service is the U.S. Capitol Hill Police, Fairchild Building, 499 South Capitol Street SW, Washington, DC 20003.

(e) Within seven (7) calendar days after the date of contract award, the Contractor shall submit to the Contracting Officer's Technical Representative (COTR) a list of all employees proposed to be employed on this contract. This list shall include the employee's full name, date of birth and social security number.

(f) While security background investigations are in process, the Contractor's employees must not be granted access to the Capitol Hill complex to perform work or provide services for the AOC unless they are escorted by an AOC staff member. "Escorted" is defined to mean that the AOC staff member will remain with the employee(s) at all times during the performance of the work. Any of the Contractor's employees who are perceived by the Contracting Officer as a security risk as a result of evidence discovered in the background security investigation, will not be issued an Identification Card, will be denied access to the site of the work, and the Contractor will be directed to remove such employee from performance of any of the contract work, whether it be on or off the work site. Any contractor employee denied access to the site of work on a contract or task/delivery order as a result of a security investigation may not apply for access to any other AOC/U.S. Supreme Court contract or task/delivery order work site.

(g) An identification card, with photograph, will be prepared for each employee of the Contractor requiring access to the site. The identification card shall be dated to indicate the period of time for which it is to remain valid - from the date the employee reports for duty until the applicable date which occurs first: the expiration of the contract, or the last date of the employee's tour of duty with the Contractor. All contractor personnel must wear the ID badge whenever on the Capitol complex premises or when attending off-site functions on behalf of the AOC. ID badges must be worn in such a manner that contractor personnel can be easily identified as such.

(h) All persons entering the Legislative Branch Buildings shall gain access to the building by passing through a magnetometer. In addition, all handbags and all hand-carried items shall be screened by x-ray devices prior to their entry into the building.

(i) The Contractor is fully responsible to return:

- (1) The ID badge of any individual employee, including subcontractor personnel, who is removed for any reason including but not limited to illness, or dismissal;
- (2) The ID badges of all contractor employees, including subcontractor personnel, whose performance under the contract is completed in advance of final contract job completion; and
- (3) All outstanding ID badges issued for the contractor and its employees, including subcontractor personnel, within 24 hours of on site contract job completion.

(j) ID badges are to be hand delivered by the contractor within 24 hours of any of the events listed under (f) above to the Contracting Officer's Representative.
(End of clause)

**AOC52.223-7 SPECIAL SECURITY CLEARANCE AND INSPECTION PROCEDURES
(JUN 2004)**

(a) All vehicles and contents used by the Contractor or his subcontractors which enter or leave United States Government property during performance of the work will be subject to clearance, inspection, and identification procedures conducted by the United States Capitol Police. See the attachment entitled "U.S. CAPITOL POLICE NOTICE" in Section J for instructions prior to delivery.

(b) All persons entering the Legislative Branch Buildings shall gain access to the building by passing through x-ray screening devices. In addition, all handbags and all hand-carried items shall be screened by x-ray devices prior to entry into the building.

(End of clause)

AOC52.223-8 DELIVERY VEHICLE INSPECTION REQUIREMENTS (MAR 2006)

(a) All vehicles and contents used by the Contractor or his subcontractors which enter or leave United States Government property during performance of work under this contract will be subject to clearance, inspection, and identification procedures conducted by the United States Capitol Police.

(b) *Mobile Vehicle and Cargo Inspection System (Mobile VACIS)*. All delivery vehicles carrying fuel, garbage, or similar cargo that cannot be offloaded for inspection and security screening shall utilize the Mobile VACIS located at Third and Pennsylvania Avenue, NW, Washington, DC, for inspection prior to making deliveries to any building within the Capitol Complex, including, but not limited to, the U.S. Capitol Building; the U.S. Botanic Garden; the Hart, Dirksen, and Russell Senate Office Buildings; the Rayburn, Longworth, Cannon, and Ford House Office Buildings; the Thomas Jefferson, John Adams, and James Madison Memorial Library of Congress buildings; the Capitol Power Plant; the Capitol Visitors Center; and the U.S. Supreme Court and Thurgood Marshall Federal Judiciary Buildings.

(1) For deliveries requiring Mobile VACIS inspection, within seven calendar days or prior to the first delivery, the contractor shall provide the following information to the U.S. Capitol Police:

- (i) List of drivers;
- (ii) Date of birth for each driver;
- (iii) Social Security Number of each driver;
- (iv) Vehicle make;

- (v) Vehicle model;
- (vi) License tag number and state where vehicle is licensed;
- (vii) Color of vehicle; and
- (viii) Contractor name, if shown on the vehicle.

(2) Information for deliveries made through the Mobile VACIS unit must be faxed to (202) 228-4313. For verification of receipt, the contractor may call (202) 224-9728.

(3) Updates to the above information for Mobile VACIS deliveries must be sent to the U.S. Capitol Police throughout the period of performance of the contract.

(c) *4700 Shepherd Parkway SW inspection facility.* All other vehicles making deliveries to the above listed locations except for the Thomas Jefferson, John Adams, and James Madison Memorial Library of Congress buildings and the U.S. Supreme Court shall utilize the off-site inspection and screening facilities at 4700 Shepherd Parkway SW, Washington DC 20032.

(End of clause)

**SECTION I
CONTRACT CLAUSES**

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SECTION I CONTRACT CLAUSES

AOC52.202-1 DEFINITIONS (JUN 2004)

- (a) The term "head of the agency" as used herein means the Committee, Commission, or other authority of the Legislative Branch of the Government having final jurisdiction or supervision over the work involved. The term "other authority" as used in this paragraph includes the Contracting Officer in cases in which he has final jurisdiction or supervision over the work involved.**
- (b) The term "Architect" as used herein means the Architect of the Capitol.**
- (c) The term "Contracting Officer" as used herein means the Architect of the Capitol or his duly authorized representative.**
- (d) The term "his duly authorized representative" as used herein means any person or persons or board authorized to act for the head of the agency within the scope of their authority.**
- (e) Except as otherwise provided in this contract, the term "subcontracts" includes purchase orders placed for performance under this contract.**

(End of clause)

AOC52.203-1 ADVERTISING/PROMOTIONAL MATERIALS (JUN 2004)

- (a) It is the policy of the Congress to discourage contractors providing services and supplies to the Legislative Branch entities, including the Architect of the Capitol, from advertising practices that feature the Capitol and Capitol Complex in a manner in which conveys, or is reasonably calculated to convey, a false impression of sponsorship, approval or endorsement of any product or service by the Congress, the Government of the United States, or any Department, Agency or instrumentality thereof.**
- (b) Contractors performing construction services for Legislative Branch entities, including the Architect of the Capitol, are discouraged from capitalizing on their contractual relationships with such entities and shall not engage in advertising practices which convey, or are reasonably calculated to convey, a false impression of sponsorship, approval or endorsement of any product or service by the Congress, the Government of the United States, of any Department, Agency or instrumentality thereof. This includes utilizing, in conjunction with the fact of their contractual relationship, images of the Capitol, any other buildings in the Capitol Complex, or any part of the United States Capitol Grounds in their advertising or promotional materials; and/or publishing or disseminating the aforementioned advertising or promotional materials.**
- (c) The Contractor, by signing this contract, agrees to comply with the foregoing and to submit any proposed advertising or promotional copy connected in any manner with this contract and/or the Capitol, other Capitol Complex Buildings, or the United States Capitol Grounds to the Contracting Officer for approval prior to publication.**

(End of clause)

AOC52.203-2 DISCLOSURE OF INFORMATION TO THE GENERAL PUBLIC (JUN 2004)

(a) Promptly after receiving any request from the general public for information on or data derived from this contract, the contractor shall notify the Architect of the Capitol, Procurement Division. The contractor shall cooperate with the Procurement Division in compiling or collecting information or data if the Architect of the Capitol determines the information or data to be releasable.

(b) “General public”, for purposes of this clause, are those groups or individuals who are not authorized by law or regulation to have access.

(c) This clause is not intended to prevent the contractor from providing contract information or data which the contractor is required to provide in order to conduct its business, such as insurance, banking, subcontracting.

(d) The contractor is permitted to request that proprietary information or data not be released if such release would harm or impair the contractor in conducting its normal business. Such request must be documented with clear and specific grounds for that claim.

(End of clause)

AOC52.204-1 PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER (JUN 2004)

The Contractor is encouraged to submit paper documents, such as offers, letters, or reports, that are printed or copied doubled-sided on recycled paper and meet minimum content standards when not using electronic commerce methods to submit information or data to the Government.

(End of clause)

AOC52.215-10 EXAMINATION OF RECORDS (JUN 2004)

(a) The Contractor agrees that the Architect of the Capitol or any duly authorized representatives shall, until the expiration of 3 years after final payment under this contract, have access to and the right to examine any books, accounting procedures and practices documents, papers, records and other data regardless of whether such items are in written form, in the form of computer data or in any other form and other supporting evidence, involving transactions related to this contract or compliance with any clause or certification thereunder.

(b) The Contractor further agrees to include in all its subcontracts hereunder a provision to the effect that subcontractor agrees that the Architect of the Capitol or any authorized representatives shall, until the expiration of 3 years after final payment under the subcontract, have access to and the right to examine books, documents, papers, records other data regardless of whether such items are in written form, in the form of computer data or in any other form, and other supporting evidence, involving transactions related to the subcontract or compliance with any clause or certification thereunder.

(c) The term “subcontract” as used in this clause excludes purchase orders not exceeding \$10,000.

(End of clause)

FAR 52.216-18 ORDERING (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from the date of award through five years after award.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered “issued” when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of clause)

FAR 52.216-19 ORDER LIMITATIONS (OCT 1995)

(a) *Minimum order.* When the Government requires supplies or services covered by this contract in an amount of less than \$10,000.00, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) *Maximum order.* The Contractor is not obligated to honor--

(1) Any order for a single item in excess of \$1,000,000;

(2) Any order for a combination of items in excess of \$2,000,000; or

(3) A series of orders from the same ordering office within 10 days that together call for quantities exceeding the limitation in paragraph (b)(1) or (2) of this section.

(c) If this is a requirements contract (*i.e.*, includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.

(d) Notwithstanding paragraphs (b) and ©) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 10 days after issuance, with written notice stating the Contractor’s intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

FAR 52.216-22 INDEFINITE QUANTITY(OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the “maximum”. The Government shall order at least the quantity of supplies or services designated in the Schedule as the “minimum”.

) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor’s and Government’s rights and obligations with respect to that order to the same extent as if the order were completed during the contract’s effective period; *provided*, that the Contractor shall not be required to make any deliveries under this contract after 5 years after the award date.

(End of clause)

AOC52.219-1 UTILIZATION OF SMALL BUSINESS CONCERNS (AUG 2004)

(a) It is the policy of the Government as declared by the Congress that a fair proportion of the purchases and contracts for supplies and services for the Government be placed with all types of small business concerns as determined by the size standards in 13 CFR 121.

(b) The Contractor agrees to accomplish the maximum amount of subcontracting to all types of small business concerns that the Contractor finds to be consistent with the efficient performance of this contract.

(End of clause)

AOC52.222-3 CONVICT LABOR (JUN 2004)

In connection with the performance of work under this contract the Contractor agrees not to employ any person undergoing sentence of imprisonment except as provided by Public Law 89-176, approved September 10, 1965, 18 U.S.C. 4082©)(2).

(End of clause)

**FAR 52.223-3 HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY
DATA (JAN 1997) ALTERNATE I (JULY 1995)**

(a) “Hazardous material” as used in this clause, includes any material defined as hazardous under the latest version of Federal Standard No. 313 (including revisions adopted during the term of the contract).

(b) The offeror must list any hazardous material, as defined in Paragraph (a) of this clause, to be delivered under this contract. The hazardous material shall be properly identified and include any applicable identification number, such as National Stock Number or Special Item Number. This information shall also be included on the Material Safety Data Sheet submitted under this contract.

Material (If none, insert “None”)	Identification No.
_____	_____
_____	_____
_____	_____

(c) This list must be updated during performance of the contract whenever the Contractor determines that any other material to be delivered under this contract is hazardous.

(d) The apparently successful offeror agrees to submit, for each item as required prior to award a “Material Safety Data Sheet”, meeting the requirement of 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313, for all hazardous material identified in Paragraph (b) of this clause. Data shall be submitted in accordance with Federal Standard No. 313, whether or not the apparently successful offeror is the actual manufacturer of these items. Failure to submit the Material Safety Data Sheet prior to award may result in the apparently successful offeror being considered nonresponsible and ineligible for award.

(e) If, after award, there is a change in the composition of the items(s) or a revision to Federal Standard No. 313, which renders incomplete or inaccurate the data submitted under Paragraph (d) of this clause, the Contractor shall promptly notify the Contracting Officer and resubmit the data.

(f) Neither the requirements of this clause nor any act or failure to act by the Government shall relieve the Contractor of any responsibility or liability for the safety of Government, Contractor, or subcontractor personnel or property.

(g) Nothing contained in this clause shall relieve the Contractor from complying with applicable Federal, State and local laws, codes, ordinances, and regulations (including the obtaining of licenses and permits) in connection with hazardous material.

(h) The Government’s rights in data furnished under this contract with respect to hazardous material are as follows:

(1) To use, duplicate and disclose any data to which this clause is applicable. The purposes of this right are to—

(I) Apprise personnel of the hazards to which they may be exposed in using, handling, packaging, transporting, or disposing of hazardous materials;

(ii) Obtain medical treatment for those affected by the material; and

(iii) Have others use, duplicate and disclose the data for the Government for these purposes.

(2) To use, duplicate and disclose data furnished under this clause, in accordance with subparagraph (h)(1) of this clause, in precedence over any other clause of this contract providing for rights in data.

(3) The Government is not precluded from using similar or identical data acquired from other sources.

(I) Except as provided in paragraph (I)(2), the Contractor shall prepare and submit a sufficient number of Material Safety Data Sheets (MSDS's), meeting the requirements of 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313, for all hazardous materials identified in paragraph (b) of this clause.

(1) For items shipped to consignees, the Contractor shall include a copy of the MSDS's with the packing list or other suitable shipping document which accompanies each shipment. Alternatively, the Contractor is permitted to transmit MSDS's to consignees in advance of receipt of shipments by consignees, if authorized in writing by the Contracting Officer.

(2) For items shipped to consignees identified by mailing address as agency depots, distribution centers or customer supply centers, the Contractor shall provide one copy of the MSDS' in or on each shipping container. If affixed to the outside of each container, the MSDS's must be placed in a weather resistant envelope.

(End of clause)

**AOC52.223-1 HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY
DATA - SUPPLEMENT (JUN 2005)**

(a) Except as provided in paragraph ©), the Contractor shall prepare and submit a sufficient number of Material Safety Data Sheets (MSDS's), meeting the requirements of 29 CFR 1910.1200(g) and the latest version of Federal Standard No. 313, for all hazardous materials identified in FAR 52.223-3(b).

(b) For items shipped to consignees, the Contractor shall include a copy of the MSDS's with the packing list or other suitable shipping document which accompanies each shipment. Alternatively, the Contractor is permitted to transmit MSDS's to consignees in advance of receipt of shipments by consignees, if authorized in writing by the Contracting Officer.

(c) For items shipped to consignees identified by mailing address as agency depots, distribution centers or customer supply centers, the Contractor shall provide one copy of the MSDS' in or on each shipping container. If affixed to the outside of each container, the MSDS's must be placed in a weather resistant envelope.

(d) For items provided to a construction site, the Contractor shall provide two copies of each MSDS. One copy shall be provided to the COTR in accordance with the Division 1 submittal requirements, and a second copy shall be kept in an MSDS binder on the job site.

(End of clause)

AOC52.223-9 ACCIDENT PREVENTION AND SAFETY AND HEALTH PROGRAMS (SEP 2004)

(a) The Contractor shall comply with the safety and health standards published in 41 C.F.R. Part 50-205, including any matters incorporated by reference therein.

(b) The Contractor shall also comply with the regulations issued by the Secretary of Labor pursuant to the Williams-Steiger Occupational Safety and Health Act of 1970, as set forth in Title 29 of the Code of Federal Regulations.

(c) The Contractor shall bring to the attention of the Architect any work encountered that may involve entry into a suspected confined space as defined by OSHA. A determination will be made by the Architect, and if the areas is deemed a permit required confined space, additional protective measures will be needed, per OSHA requirements.

(d) In the event that conditions on the site pose an imminent danger or threat to the Contractor's workers, the public, Government employees, other persons, or to Capitol complex structures and property of historical significance, the Contracting Officer can verbally order the Contractor to stop work operations in the specified area until said conditions are corrected to the Contracting Officer's satisfaction. The Contracting Officer shall promptly issue a written order to stop the work to the Contractor formalizing the specifics of the verbal stop work order.

(e) The Contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any stop work order issued under this clause.

(End of clause)

AOC52.225-1 BUY AMERICAN ACT - SUPPLEMENT (JUN 2004)

In addition to provisions of the above clause entitled, "Buy American Act", the General Provisions of the Legislative Branch Appropriations Act provides in part, as follows:

(a) It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available in the Act should be American-made.

(b) In providing financial assistance to or entering into any contract with, any entity using funds made available in the Act, the head of each Federal Agency, to the greatest extent practicable, shall provide to such entity a notice describing the statement made in Paragraph (a) above, by the Congress. (End of clause)

AOC52.232-1 PAYMENTS - SUPPLIES (JUN 2004)

(a) The Contractor shall be paid, upon the submission of proper invoices or vouchers, the prices stipulated herein for supplies delivered and accepted or services rendered and accepted, less deductions, if any, as herein provided. Unless otherwise specified, payment will be made on partial deliveries accepted by the Government when the amount due on such deliveries so warrants; or, when requested by the Contractor and not otherwise specified, payment for accepted partial deliveries shall be made whenever such payment would equal 50 percent of the total amount of this contract.

(b) If partial payments are to be made, all material and work covered by partial payments made shall thereupon become the sole property of the Government, but this provision shall not be construed as relieving the Contractor from the sole responsibility of fulfilling contractual requirements for all material and work upon which payments have been made or the restoration of any damaged work, or as waiving the right of the Government to require the fulfillment of all of the terms of the contract.

(c) Upon completion and acceptance of all work, the amount due the Contractor under this contract will be paid upon the presentation of a properly executed invoice and after the Contractor shall have furnished the Government with a release, if required, of all claims against the Government arising under and by virtue of this contract, other than claims, if any, in stated amounts as may be specifically excepted by the Contractor from the operation of the release. If the Contractor's claim to amounts payable under the contract has been assigned under the Assignment of Claims Act of 1940, as amended (31 U.S.C. 3727, 41 U.S.C. 15), a release may also be required of the assignee.

(d) Until further notice, properly certified invoices shall be FAXED, in triplicate, to the Accounting Office, Architect of the Capitol at 202-226-2580. Information concerning requirements for payment requisitions must be secured by telephoning the Accounting Officer at (202) 226-2552. To assist the AOC in making timely payments, the Contractor is requested to furnish the following additional information on the invoice:

(1) Contract number;

(2) Name, address and Taxpayer I.D.of Contractor;

(3) Invoice Date; and

(4) Amount by line item including quantity and unit pricing (see the "SCHEDULE OF ITEMS" in Section B)

(e) Payments will be made directly to the contractor's financial institution through Direct Deposit/Electronic Funds Transfer (DD/EFT). The Contractor's attention is directed to the requirements of AOC52.232-6, Payment by Electronic Funds Transfer - Other Than Central Contractor Registration.

(End of clause)

AOC52.232-6 PAYMENT BY ELECTRONIC FUNDS TRANSFER - OTHER THAN CENTRAL CONTRACTOR REGISTRATION (JUN 2004)

(a) *Method of payment.* (1) All payments by the Government under this contract shall be made by electronic funds transfer (EFT) except as provided in paragraph (a)(2) of this clause. As used in this clause, the term "EFT" refers to the funds transfer.

(2) In the event the Government is unable to release one or more payments by EFT, the contractor agrees to either--

(I) Accept payment by check or some other mutually agreeable method of payment; or

(ii) Request the Government to delay payment until such time as the Government makes payment by EFT (but see paragraph (d)).

(b) *Mandatory submission of Contractor's EFT information.* (1) The Contractor is required to provide the Government with the information required to make payment by EFT (see paragraph (I) of this clause). The contractor shall provide this information directly to the office designated in paragraph (k) to receive that information (hereafter: "designated office") by three working days after notification of contract award. If not otherwise specified in this contract, the payment office is the designated office for receipt of the contractor's EFT information. If more than one designated office is named for the contract, the contractor shall provide a separate notice to each office. In the event that the EFT information changes, the contractor shall be responsible for providing the updated information to the designated office(s).

(2) If the contractor provides EFT information applicable to multiple contracts, the contractor shall specifically state the applicability of this EFT information in terms acceptable to the designated office. However, EFT information supplied to a designated office shall be applicable only to contracts that identify that designated office as the office to receive EFT information for that contract.

(c) *Mechanisms for EFT payment.* The Government may make payment by EFT through the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association. The rules governing Federal payments through the ACH are contained in 31 CFR part 210.

(d) *Suspension of payment.* (1) Notwithstanding the provisions of any other clause of this contract, the Government is not required to make any payment under this contract until after receipt, by the designated payment office, of the correct EFT payment information from the Contractor. Until receipt

of the correct EFT information, any invoice or contract financing request shall be deemed not to be a valid invoice.

(2) If the EFT information changes after submission of correct EFT information, the Government shall begin using the changed EFT information no later than the 30 days after its receipt by the designated office to the extent payment is made by EFT. However, the Contractor may request that no further payments be made until the changed EFT information is implemented by the payment office.

(e) *Liability for uncompleted or erroneous transfers.* (1) If an uncompleted or erroneous transfer occurs because the Government failed to use the Contractor-provided EFT information in the correct manner, the Government remains responsible for--

(I) Making a correct payment; and

(ii) Recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because Contractor's EFT information was incorrect at the time of Government release or was revised within 30 days of Government release of the EFT payment transaction instruction to the Federal Reserve System, and

(I) If the funds are no longer under the control of the payment office, the Government is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or

(ii) If the funds remain under the control of the payment office, the Government shall not make payment and the provisions of paragraph (d) shall apply.

(f) *EFT and assignment of claims.* If the contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the contractor shall require as a condition of any such assignment that the assignee shall provide the EFT information required by paragraph (I) of this clause to the designated office and shall be paid by EFT in accordance with the terms of this clause. In all respects, the requirements of this clause shall apply to the assignee as if it were the contractor. EFT information that shows the ultimate recipient of the transfer to be other than the contractor, in the absence of a proper assignment of claims acceptable to the Government, is incorrect EFT information within the meaning of Paragraph (d) of this clause.

(g) *Liability for change of EFT information by financial agent.* The Government is not liable for errors resulting from changes to EFT information provided by the contractor's financial agent.

(h) *Payment information.* The payment or disbursing office shall forward to the Contractor available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. The Government may request the Contractor to designate a desired format and method(s) for delivery of payment information from a list of formats and methods the payment office is capable of executing. However, the Government does not guarantee that any particular format or method of delivery is available at any particular payment office and retains the

latitude to use the format and delivery method most convenient to the Government. If the Government makes payment by check in accordance with paragraph (a) of this clause, the Government shall mail the payment information to the remittance address in the contract.

(I) **EFT Information.** The contractor shall provide the following information to the designated payment office. The contractor may supply this data for this or multiple contracts (see paragraph (b) of this clause). The Contractor shall designate a single financial agent per contract capable of receiving and processing the EFT information using the EFT methods described in paragraph ©) of this clause. The information required is as follows:

(1) The contract number;

(2) The contractor's name and remittance address as stated in the contract(s);

(3) The signature (manual or electronic, as appropriate), title, and telephone number of the contractor's official authorized to provide this information;

(4) The name, address, and 9-digit Routing Transit Number of the contractor's financial agent; and

(5) The contractor's account number and the type of account (checking, saving or lockbox).

(j) The Contractor shall send all EFT information, and any changes to EFT information to the office designated in paragraph (k) of this clause. The Contractor shall not send EFT information to the payment office, or any other office than that designated in paragraph (k). The Government need not use any EFT information sent to any office other than that designated in paragraph (k).

(k) Designated office:

Name:

Architect of the Capital

Accounting Division

Mailing Address:

2nd and D Streets SW

Ford House Office Building

Washington, DC 20515

Telephone:

(202) 226-2552

Facsimile:

(202) 225-7321

(End of clause)

AOC52.232-7 DISCOUNTS (AUG 2004)

(a) Discounts for prompt payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award, and will be taken if payment is made within the discount period indicated in the offer by the offeror. As an alternative to offering a prompt payment

discount in conjunction with the offer, offerors awarded contracts may include prompt payment discounts on individual invoices.

(b) In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. If the Contractor has not placed a date on the invoice, the due date shall be calculated from the date the designated billing office receives a proper invoice, provided the agency annotates such invoice with the date of receipt at the time of receipt. For the purpose of computing the discount earned, payment shall be considered to have been made on the date that appears on the payment check or, for an electronic funds transfer, the specified payment date. When the discount date falls on a Saturday, Sunday, or legal holiday and, for work performed in the District of Columbia, Presidential Inauguration Day, when Federal Government offices are closed and Government business is not expected to be conducted, payment may be made on the following business day.

(End of clause)

AOC52.232-9 PAYMENT OF INTEREST ON CONTRACTOR CLAIMS (JUN 2004)

(a) If an appeal is filed by the Contractor from a final decision of the Contracting Officer under the Disputes paragraph of this contract, denying a claim arising under the contract, simple interest on the amount of the claim finally determined owed by the Government shall be payable to the Contractor. Such interest shall be at the rate determined by the Secretary of the Treasury pursuant to Public Law 92-41, 85 Stat. 97, from the date the Contractor furnishes to the Contracting Officer his written appeal under the Disputes paragraph of this contract, to the date of (1) a final judgement by a court of competent jurisdiction, or (2) mailing to the Contractor of a change order, or a supplemental agreement for execution either confirming completed negotiations between the parties or carrying out a decision of a contract appeals board.

(b) Notwithstanding Paragraph (a) above, (1) interest shall be applied only from the date payment was due, if such date is later than the filing of appeal, and (2) interest shall not be paid for any period of time that the Contracting Officer determines the Contractor has unduly delayed in pursuing his remedies before a board of contract appeals or a court of competent jurisdiction.

(End of clause)

AOC52.232-12 ASSIGNMENT - SUPPLEMENT (SEP 2004)

Neither the contract nor any interest therein shall be assigned. However, moneys due or to become due under the contract may be assigned in accordance with the provisions of FAR clause 52.232-23 (ASSIGNMENT OF CLAIMS) as incorporated by reference in Section I.

(End of clause)

AOC52.233-1 DISPUTES (JUN 2004)

(a) Except as otherwise provided in this contract, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the Contracting Officer, who shall reduce his decision to writing and mail or otherwise furnish a copy thereof to the

Contractor. The decision of the Contracting Officer shall be final and conclusive unless, within 30 days from the date of receipt of such copy, the Contractor mails or otherwise furnishes to the Contracting Officer a written appeal addressed to the head of the agency involved. The decision of the head of the agency or his duly authorized representative for the determination of such appeals shall be final and conclusive. This provision shall not be pleaded in any suit involving a question of fact arising under this contract as limiting judicial review of any such decision to cases where fraud by such official or his representative or board is alleged; provided, however, that any such decision shall be final and conclusive unless the same is fraudulent or capricious or arbitrary or so grossly erroneous as necessarily to imply bad faith or is not supported by substantial evidence. In connection with any appeal proceeding under this paragraph, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of his appeal. Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the contract and in accordance with the Contracting Officer's decision.

(b) This paragraph does not preclude consideration of questions of law in connection with decisions provided for in Paragraph (a) above. Nothing in this contract, however, shall be construed as making final the decision of any administrative official, representative, or board on a question of law.

(End of clause)

AOC52.233-2 CLAIMS FOR EQUITABLE ADJUSTMENTS - WAIVER AND RELEASE OF CLAIMS

(JUN 2004)

(a) Whenever the Contractor submits a claim for equitable adjustment under any paragraph of this contract which provides for equitable adjustment of the contract, such claim shall include all types of adjustments in the total amounts to which the paragraph entitles the Contractor, including but not limited to adjustments arising out of delays or disruptions or both caused by such change. Except as the parties may otherwise expressly agree, the Contractor shall be deemed to have waived (1) any adjustments to which it otherwise might be entitled under the paragraph where such claims fail to request such adjustments, and (2) any increase in the amount of equitable adjustments additional to those requested in its claim.

(b) Further, the Contractor agrees that, if required by the Contracting Officer, he will execute a release, in form and substance satisfactory to the Contracting Officer, as part of the supplemental agreement setting forth the aforesaid equitable adjustment, and that such release shall discharge the Government, its officers, agents and employees, from any further claims, including but not limited to further claims arising out of delays or disruptions or both, caused by the aforesaid change.

(End of clause)

The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

(End of clause)

FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these addresses: www.gsa.gov or

www.govcon.com

<u>CLAUSE TITLE</u>	<u>DATE</u>	<u>FAR NUMBER</u>
GRATUITIES	APR 1984	52.203-3
COVENANT AGAINST CONTINGENT FEES	APR 1984	52.203-5
RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT	JUL 1995	52.203-6
WALSH-HEALEY PUBLIC CONTRACTS ACT	DEC 1996	52.222-20
EQUAL OPPORTUNITY	APR 2002	52.222-26
EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA AND OTHER ELIGIBLE VETERANS	DEC 2001	52.222-35
AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES	JUN 1998	52.222-36
EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS	DEC 2001	52.222-37
DRUG-FREE WORKPLACE	MAY 2001	52.223-6
BUY AMERICAN ACT - SUPPLIES	JUN 2003	52.225-1
FEDERAL, STATE AND LOCAL TAXES	APR 2003	52.229-3
EXTRAS	APR 1984	52.232-11
ASSIGNMENT OF CLAIMS	JAN 1986	52.232-23
BANKRUPTCY	JULY 1995	52.242-13
CHANGES--FIXED-PRICE	AUG 1987	52.243-1
TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED-PRICE)	MAY 2004	52.249-2
DEFAULT (FIXED-PRICE SUPPLY AND SERVICE)	APR 1984	52.249-8
ANTI-KICKBACK PROCEDURES	JUL 2005	52.203-7
CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997	52.203-8
PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT	JAN 2005	52.209-6
AUDIT AND RECORDS - NEGOTIATION	JUN 1999	52.215-2
END OF SECTION I		

SECTION J
LIST OF ATTACHMENTS

PAYMENT INFORMATION FORM, ACH VENDOR PAYMENT SYSTEM

Division 1, General Requirements

Section 10430 - Directories, June 21, 2006

Section 10431 - Signs, June 2006

Request for Check of Criminal History Records

Payment Information Form - ACH Vendor Payment System + Notice

Off Site Delivery Center Instruction

AOC Past Performance Questionnaire

(The following List of Drawings are provided for information purposes only.) (Copies of drawings may be obtained by requesting them by e-mail to the Attention of Mr. John Friedhoff at jfriedho@aoc.gov, or by FAX # (202)225-3221 to the Attention: Mr. John Friedhoff.

A - Level Identification
B.0 - Room Number ID
B.1 - Room Description
D - Destinations Directory
E - Exit Directory within Elevator
F - Floor Directory/Directional
G - Secondary Directional
G.1 - Plaque
GG - Plaque
H - Identification Blade Graphic
H.1 - Ident. & Direct. Blade Graphic
HH - Plaque
K - Stair Level Identification
L - Restroom Plaque
S - Amenity Identification
W - Plaque (For example see Type D)

END OF SECTION J

SECTION K
REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

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SECTION K
REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

FAR 52.203-2 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (APR 1985)

(a) The offeror certifies that -

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to –

(I) Those prices;

(ii) The intention to submit an offer; or

(iii) The methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and --

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory -

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; or

(2)(I) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this provision

[insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(I) of this provision have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision.

(e) *Type of organization.*

- _____ Sole proprietorship;
- _____ Partnership;
- _____ Corporate entity (not tax-exempt);
- _____ Corporate entity (tax-exempt);
- _____ Government entity (Federal, State, or local);
- _____ Foreign government
- _____ International organization per 26 CFR 1.6049-4;
- _____ Other _____

(f) *Common Parent.*

_____ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

_____ Name and TIN of common parent:

Name _____

TIN _____

(End of provision)

AOC52.204-2 DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (JUN 2004)

(a) The offeror shall enter, in the space provided below, the DUNS number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number is a nine-digit number assigned by Dun and Bradstreet Information Services.

(b) If the offeror does not have a DUNS number, it should contract Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the offeror. For information on obtaining a DUNS number, the offeror, if located within the United States, should call Dun and Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information:

- (1) Company name,
- (2) Company address;

- (3) Company telephone number;
- (4) Line of business;
- (5) Chief executive officer/key manager;
- (6) Date the company was started;
- (7) Number of people employed by the company; and
- (8) Company affiliation.

(c) Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet home page at <http://www.customerservice@dnb.com>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@mail.dnb.com.

(d) Enter DUNS number:_____.

(End of provision)

AOC52.204-3 REPRESENTATIONS AND CERTIFICATIONS (NOV 2004)

The offeror shall properly execute and submit with its offer the Representations and Certifications contained herein. Insert information in spaces provided as applicable.

(End of provision)

FAR 52.209-5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS (DEC 2001)

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that—

(I) The offeror and/or any of its Principals –

(A) Are () are not () presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have () have not (), within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are () are not () presently indicted for; or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph

(a)(1)(i)(B) of this provision.

(ii) The Offeror has () has not (), within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) “Principals,” for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plan manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(c) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(d) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror’s responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(e) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(f) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.
(End of provision)

AOC52.215-8 AUTHORIZED NEGOTIATORS (JUN 2004)

The offeror represents that following persons are authorized to negotiate on its behalf with the Government in connection with this Request for Proposal:

<u>Name</u>	<u>Title</u>
<u>Telephone:</u>	<u>E-Mail:</u>

Name

Title

Telephone:

E-Mail:

Name

Title

Telephone:

E-Mail:

(End of provision)

FAR 52.225-2 BUY AMERICAN CERTIFICATE (JUNE 2003)

(a) The offeror certifies that each end product, except those listed in paragraph (b) of this provision, is a domestic end product and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products. The terms “component”, “domestic end product”, “end product”, “foreign end product”, and “United States” are defined in the clause of this solicitation entitled “Buy American Act - Supplies”.

(b) Foreign End Products Country of Origin

_____	_____
_____	_____
_____	_____
_____	_____

(List as Necessary)

(c) The Government will evaluate offers in accordance with the policies and procedures of Part 25 of the Federal Acquisition Regulation.

(End of provision)

END OF SECTION K

SECTION L
INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

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- 5. AOC52.215-3 RESTRICTION ON DISCLOSURE AND USE OF DATA**
- 6. FAR 52.216-1 TYPE OF CONTRACT**

SOLICITATION CONDITIONS

1. PROPOSAL COMPOSITION (AOC) (NOV 1999)

1.1 Proposals shall be submitted in two major subdivisions: Technical Proposal whose content and arrangement shall be as described in the article, “INSTRUCTIONS FOR PREPARING THE TECHNICAL PROPOSAL” of this section, and a Price Proposal, which shall be prepared in detail on a basis as described and set forth in the article entitled, “INSTRUCTIONS FOR PREPARING THE PRICE PROPOSAL” of this section.

1.2 The Technical Proposal and the Price Proposal portions of each proposal tendered by any offeror shall each be enclosed in a separate sealed package, identified on its outer surface as to content in the manner prescribed in the article entitled “SUBMISSION OF OFFERS” of this section and submitted in the following number of copies:

1.2.1 Technical Proposal - One original and three (3) copies.

1.2.2 Price Proposal - One original and one (1) copy.

1.3 Each offeror may submit one or more proposals; however, each proposal shall be configured as described above, shall be considered on its own merits as to the completeness of submission and shall not share required documentation, bonding, or other requirements of submission with any other proposal submitted by the same offeror.

2. INSTRUCTIONS FOR PREPARING THE TECHNICAL PROPOSAL (AOC) (NOV 2002)

2.1 The Technical Proposal shall be organized in accordance with the following format to facilitate evaluation by the Government.

2.2 Technical Approach. The Technical Proposal shall be subdivided into two subsections

2.2.1 The Offeror shall provide a description of:

Factor 1 - Relevant Experience

Factor 2 - Past Performance

2.2.2 Relevant Experience. The Offeror shall provide a listing of projects of similar scope, size and complexity to the requirements of this project (Interior Wayfinding and American Disability signage), i.e., that involved the fabrication/construction and installation of signage on various interior wall surfaces performed by the Offeror during the last five years. Include projects where the Offeror and proposed key subcontractors/team, if applicable, worked together.

2.2.3 For each project listed, provide the following:

2.2.3.1 Project, location

2.2.3.2 Contracting Agency/Owner

2.2.3.3 Date of award and completion date(s)

2.2.3.4 Contract award amount/final amount

2.2.3.5 Key personnel/subcontractors involved

2.2.3.6 Brief description of project

2.2.3.7 Point of Contact at agency/owner and phone number

2.2.3.8 Photographs of the signs constructed for the project

2.2.4 Past Performance. The past performance of the Offeror (relevance of this experience to this project) and the proposed key subconsultants will be evaluated to determine the extent of successful completion of projects, performed within the past five years, of similar scope, size and complexity to the requirements of this project. Proposed subconsultants will be evaluated to determine if their qualifications are sufficient to carry out their portion of the work efficiently and effectively to the highest level of professional quality.

2.2.4.1 The evaluation of past performance will be based in part on client references with regard to factors including, but not limited to: the offeror's record of conforming to contract requirements and to standards of good workmanship; the offeror's record of forecasting and controlling costs; the offeror's adherence to contract schedules, including the administrative aspects of performance; the offeror's history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the offeror's business-like concern for the interest of the customer.

2.2.4.2 Offerors will be given an opportunity to address especially unfavorable reports of past performance, and the offeror's response, or lack thereof, will be taken into consideration. In investigating the offeror's past performance, the Government will consider references submitted by the offeror and may consider information from other sources.

3. INSTRUCTIONS FOR PREPARING THE PRICE PROPOSAL (AOC) (JUN 2003)

3.1 A firm fixed unit price shall be entered by each offeror on the Schedule page for each line item (0001AA through 0005BK) which shall represent the cost for performing the work required by this Request for Proposal. The Architect reserves the right to request from each offeror information regarding the breakdown of all costs that are included in these prices and any task orders issued against this contract, to include copies of all work sheets used in forming the proposed pricing. Erasures or other changes on any or all submissions shall be initialed by the signer of the proposal or by his duly authorized agent.

3.2 In addition, the Representations and Certifications, with applicable information included in the spaces provided shall be included as a part of the Price Proposal.

3.3 The Price Proposal will be submitted with the required documents in the following order:

- 3.3.1** "SOLICITATION, OFFER, AND AWARD" form (original signature required in Block 15);
- 3.3.2** The "SCHEDULE" pages; Section B;
- 3.3.3** the "REPRESENTATIONS AND CERTIFICATIONS".

4. AOC52.215-2 INTERPRETATIONS AND AMENDMENTS (JUN 2004)

(a) Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing no later than fourteen calendar days prior to the date established for receipt of offers. Oral explanations or instructions given before the award of a contract will not be binding.

(b) Prospective offerors shall request the Contracting Officer, in writing, via FAX or e-mail for an

interpretation or correction of any ambiguity, inconsistency, or error in the contract documents which they may discover or which should have been discovered by a reasonably prudent offeror. Such requests or objections to materials or methods of construction shown or specified shall be directed to the attention of the Contracting Officer at least 10 (10) calendar days prior to the date specified for receipt of proposals. Written requests shall be transmitted via e-mail to jfriedho@aoc.gov or via facsimile to (202) 225-3221.

(c) Any interpretations or corrections, as well as any additional modifications the Contracting Officer may desire to include, will be in the form of amendments, in writing, which will be sent on the same date to all offerors if that information is necessary in submitting offers or if the lack of it would be prejudicial to other prospective offerors and shall become a part of any subsequent contract. The Contracting Officer reserves the right to answer only such questions as have, in his opinion, a definite bearing upon the proposals to be submitted.

(1) Offerors shall acknowledge the receipt of all amendments to the solicitation by:

(i) Signing and returning the amendment;

(ii) Identifying the amendment number and date in the space provided for this purpose on the form for submitting a offer;

(iii) Letter or telegram; or

(iv) Facsimile, if facsimile offers are authorized in the solicitation.

(2) The Government must receive the acknowledgment by the time and at the place specified for receipt of offers.

(d) Requests for oral interpretations or any other interpretations not made by amendments will not be accepted, and any information that may possibly be gained by offerors in that manner is gratuitous and not binding.

(e) If this solicitation is amended, all terms and conditions that are not amended remain unchanged.
(End of provision)

5. AOC52.215-3 RESTRICTION ON DISCLOSURE AND USE OF DATA (JUN 2004)

Offerors that include in their proposals data that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, shall—

(a) Mark the title page with the following legend:

“This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed--in whole or in part--for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of--or in connection with--

the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets (insert numbers or other identification of sheets)"; and

(b) Mark each sheet of data it wishes to restrict with the following legend:

“Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.”

(End of provision)

6. FAR 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a firm-fixed-price contract resulting from this solicitation.

(End of provision)

END OF SECTION L

SECTION M EVALUATION FACTORS FOR AWARD

1. EVALUATION CRITERIA (AOC) (NOV 1999)

1.1 General Requirements. The evaluation criteria to be used by the Contracting Officer for the selection of a contractor to perform the work specified herein are defined below. The criteria are divided into Technical and Price categories. The Technical Evaluation Criteria, when combined are significantly more important than price. However, as the difference in technical merit between the proposals becomes less significant, the relative importance of the proposed prices will increase.

1.1.1 Technical Evaluation Criteria. The criteria to be used in assessing the quality of each proposal are listed below. For purposes of the evaluation, Past Performance is considered equal in importance to the Technical/Experience Factors and when considered together are more important than cost/Price.

1.1.1.1 Relevant Experience

1.1.1.1.1 The offeror's and proposed key subcontractor's experience standard is supported when the offeror has successfully completed 3 projects that are similar in scope and nature to the scope of this contract. Offerors possessing five or more years of experience working with projects of this type may receive a more favorable rating. The degree of comparability of the offerors' projects to the project covered by this solicitation will be determined based on their relative size, scope, complexity, and the existence of characteristics identified in the Section 10430, and Section 10431 Quality Finishes and Quality Assurance for a wide variety of sign required by the Architects of the Capitol.

1.1.1.2 Past Performance

1.1.1.2.1 The Government shall evaluate the business practices and quality of the offeror's past performance based upon performing work on buildings of historical significance. The assessment of the offeror's past performance will be used as a means of evaluating the relative capability of the offeror to the other competitors.

1.1.1.2.2 The Government will use references provided in response to Factor 1 above and may use other references, to verify past performance.

1.1.1.2.3 Evaluation of past performance will be a subjective assessment based upon a consideration of all relevant facts and circumstances. The Government is seeking to determine whether the offeror has consistently demonstrated a commitment to customer satisfaction and timely delivery of services at fair and reasonable prices. The offeror and its proposed major subcontractor(s) are required to show a satisfactory record of completing contracts within budget, a satisfactory record of adhering to contract schedules, and a satisfactory history of reasonable and cooperative behavior and commitment to customer satisfaction; and evidence of a business-like concern for the interests of the customer. Offerors will be given an opportunity to address especially unfavorable reports of past performance, and the offeror's response, or lack thereof, will be taken into consideration. In investigating the offeror's past performance, the Government will consider references submitted by the offeror and may consider information from other sources.

1.1.1.2.4 The Government's conclusions about the overall quality of the offeror's past performance will be highly influential in determining the relative merits of the offeror's proposal and in selecting the offers

considered most advantageous to the Government. Past performance findings will be used to validate proposals against established evaluation criteria and assign an overall risk to the Government for successful performance.

1.1.2 Price Evaluation Criteria.

1.1.2.1 Price criterion measure not only actual dollars but also analyze the reasonableness of the Offeror's proposed price. Price will be evaluated to determine whether it is reasonable and its position in the range of all prices..

1.1.2.2 As noted above, the technical criteria are considered by the Contracting Officer to be significantly more important than the proposed price. However, as the difference in technical merit between proposals becomes less significant, the relative important of price will increase.

1.1.2.3 It is intended that the contractor's unit prices cited in the Price Schedule, Bid Items 0001AA through 0005BK constitute proposed maximum unit prices for use on this contract. Therefore, the contractor agrees that the maximum unit prices which may be charged on any effort performed on this contract, i.e., Task Order or modification thereof, are those unit prices proposed on the Price Schedule.

2. AOC52.215-5 CONTRACT AWARD - SOURCE SELECTION PROCEDURES (JUN 2004)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The Government may—

- (1)** Reject any or all offers if such action is in the public interest;
- (2)** Accept other than the lowest offer; and
- (3)** Waive informalities and minor irregularities in offers received.

(c) The Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

(d) The Government may accept any item or combination of items, unless doing so is precluded by a restrictive limitation in the solicitation or the offer.

(e) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an

offer (or part of an offer as provided in Paragraph (d) of this provision), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the Government.

(f) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract. However, if the resulting contract contains a clause providing for price reduction for defective cost or pricing data, the contract price will be subject to reduction if cost or pricing data furnished is incomplete, inaccurate, or not current.

(g) The Government may determine that an offer is unacceptable if the prices proposed are materially unbalanced between line items or sub line items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.

(End of provision)

3. AOC52.217-1 EVALUATION OF OPTIONS (NOV 2003)

Except when it is determined not to be in the Government's best interest, the Government will evaluate offers for award purposes by adding the total price for the selected options which include Line Items 0002AA to 0005BK to the total price which includes the lump sum price, the line item pricing and the unit pricing. The estimated quantities given under the unit prices are for informational purposes only to provide the Government a price for evaluation purposes. Evaluation of options will not obligate the Government to exercise the options.

(End of provision)

END OF SECTION M

DIVISION 1 - GENERAL REQUIREMENTS**PART 1 - GENERAL****1.1 DESCRIPTION OF REQUIREMENTS:**

- A. **General Requirements:** The provisions or requirements of Division-1 apply to entire work of Contract and, where so indicated, to other elements which are included in project, and include, but are not limited to the following:

1. Summary of the Work.
2. Project Coordination.
3. Definitions and Standards.
4. Schedules and Reports.
5. Submittals.
6. Temporary Facilities and Controls.
7. Products.
8. Project Closeout.

1.2 SUMMARY OF THE WORK:

A. **Project/Work Identification:**

1. **General:** Project name is the INDEFINITE DELIVERY INDEFINITE QUANTITY (IDIQ) CONTRACT FOR INTERIOR WAYFINDING AND ADA SIGNAGE, as shown on Contract Documents prepared by the Architect of the Capitol (AOC). Drawings and specifications are dated JUNE 14, 2006.
2. **Summary by Reference:** Work of the Contract can be summarized by references to the SOLICITATION RFP060141 for Official Procedure for Making Changes in Contracts, Specification Sections, Drawings, Addenda and Modifications to the contract documents issued subsequent to the initial printing of this Project Manual and including, but not necessarily limited to, printed material referenced by any of these.
3. **Abbreviated Written Summary:** Briefly and without force and effect upon the contract documents, the work of the Contract can be summarized as follows:
 - a. *The work includes fabrication, construction, and labor for the installation of interior signage for the Capitol, Senate and House Office Buildings as described in plan options below. Additional Buildings within Capitol Complex may be added. Task Order No. 1 will be for Senate-Hart Office building and are reflected in the scope of work contract documents in this set.*

Plan Description A. *The work includes fabrication, construction, and labor for the installation of interior signage. Under Plan Description A, the work includes fabrication and/or installation on various interior wall surfaces. Application should be specialized to accommodate all while not unnecessarily &/or permanently damaging the wall surface. See phasing plan description, this section A.6.*

Plan Description B. *The work includes fabrication and delivery only of interior signage. Acceptance procedures and delivery to each individual building.*

- b. **Unit prices for individual sign types for a one year base contract and up to 4 option years.**

- c. Artwork will be provided for sign types F, G, D, and E, in an electronic format to the successful offeror.
 - d. Artwork will be provided for the 50 state seals and U. S. Territories.
- 4. **Informational Drawings:** Drawings indicated are For Information Only and are included for convenience with the Contract Documents and are NOT Construction Documents. These drawings contain information requested by the AOC for the use of the Architect and other consultants to the AOC. The Contractor is expected to independently verify all information shown and provide his own surveys, testing, and verification of conditions shown therein
 - 5. **Use of the Contract Documents:** The Contract Documents are comprised of the Drawings (produced by several disciplines), the Specifications, the Amendments, the Contract, approved Changes and other directives. These documents are not to be used separately for bid or construction as they represent the entirety of the project. The Contractor is responsible for insuring that the documents are used together.
 - 6. **Phasing Plan: A phasing plan is required by building, by floor and if directed by the Architect, by sign type for both fabrication/delivery only task orders and for full installation task orders.** For full installation task orders, the Contractor is expected to complete all work sequentially to provide the minimum disruption of parking, normal building operations in the area and minimal noise disturbance, while Members are in their offices and in session. The Contractor will provide his own plan for approval by the Architect showing proposed and most efficient sequencing of the work and coordination with Government parking requirements. Noise factor while Members are in session is a consideration in planning the installation phases of work. Noise factor coordination with the AOC is a requirement, which the Contractor **must** comply. Phasing plan will be coordinated with and submitted with the progress schedule and progress schedule updates.

B. Contractor Use of Premises:

- 1. **General:** The Contractor shall limit his use of the premises to the work indicated, so as to allow for the Government's occupancy and use by the public.
- 2. **Contractor Use of the Existing Building:** During the construction period the site and the building will be occupied by Members of Congress, other Government employees and the general public. Maintain the existing building in a safe and weather-tight condition throughout the construction period. Repair damage caused by construction operations. Take all precautions necessary to protect the building and its occupants during the construction period. Cooperate fully with the Architect or his representative during construction operations to minimize conflicts and to facilitate Government usage.
 - a. **Clear Passage:** Keep public areas such as hallways, stairs, elevator lobbies and toilet rooms free from accumulation of waste material, rubbish or construction debris.
 - b. **Smoking or open fires** will not be permitted within the building enclosure or on the premises.
 - c. **Temporary Elevator Use:** The Architect will designate elevators available for use of Contractor's personnel. Use of other than designated elevators will not be permitted.
- 3. **Limitations on Use of the Site:** Limitations on site usage as well as specific requirements that impact site utilization are indicated on the Drawings and by other Contract Documents. Portions of the site beyond areas on which work is indicated are not to be

disturbed. In addition to these limitations and requirements, administer allocation of available space among entities needing both access and space so as to produce the best overall efficiency in performance of the total work of the project. Schedule deliveries so as to minimize space and time requirements for storage of materials and equipment on site.

- a. **Unless designated** for sole Contractor use, keep existing driveways and entrances serving the premises clear and available to the Government and its employees at all times. Do not permit trucks of any kind to use existing sidewalks without prior authorization of the Architect.
 - b. **Maintain driveways** between and around combustible material storage piles at least 15' wide and free of accumulation of rubbish, equipment and materials. Maintain access for fire fighting equipment.
 - c. **Do not unreasonably** encumber the site with materials or equipment. Confine stockpiling of materials and location of storage sheds to the areas indicated. If additional storage is necessary, obtain and pay for such storage off-site.
 - d. **Provide 24hr/7day** access to the building by emergency vehicles and firefighting equipment.
4. **Construction Parking Control:** Parking space for personal vehicles is not available on the site. Obtain approval of Architect for parking of construction motor vehicles or other equipment on the site.
- D. **Government Occupancy:** The Government reserves the right to place and install equipment as necessary in completed areas of the building and to occupy such areas prior to final acceptance, provided that such occupancy does not substantially interfere with completion of the work. Such placing of equipment and partial occupancy shall not constitute acceptance of the work or any part of the work.
- E. **Protection of Government Property:** The Contractor is expected to take all reasonable precautions to protect U.S. Government Property. In the event of damage to or theft of Government Property, the Contractor will be held fully responsible for his own personnel, his subcontractor's personnel and their actions.
- F. **Blasting:** The use of any kind or type of explosive in the performance of the work is prohibited, except the use of construction tools actuated by or employing powder-actuated charges which shall be permitted, provided that the tool is of the kind and design ordinarily used for such construction and that the Architect has authorized its use after determining that its use will not endanger human life or safety.
- G. **Mechanical/Electrical Requirements of General Work:** Except as otherwise indicated, comply with applicable provisions of The National Electrical Code (NEC) and standards by National Electrical Manufacturer's Association (NEMA) for electrical components of general work. Where applicable, provide products listed and labeled by nationally recognized independent testing and labeling organizations.

1.3 PROJECT COORDINATION:

- A. **Coordination and Meetings:** Prepare a written memorandum on required coordination activities. Include such items as required notices, reports and attendance at meetings. Distribute this memorandum to each entity performing work at the project site. Prepare similar memorandum for separate contractors where interfacing of their work is required.

1. **The Contractor shall provide a full time on site superintendent during all installation of work. Continuously coordinate the work of subcontractors to ensure proper processing and progress of the work.** Require each subcontractor to examine work of other trades and all sections of specifications to assure satisfactory installation of, and connection between, his work and work of other trades.
 - a. **Provide other parties,** to the extent their work is affected by this work, all information necessary for the proper execution of their work. Arrange and conduct work so that other parties may complete their work at the site according to schedule. All work under this contract shall be carefully coordinated with work under other such contracts.
 2. **The Contractor** shall maintain a complete set of Contract Documents on the site during the execution of this contract. All Drawings and Specifications shall be posted with the latest information and Changes.
- B. **Surveys and Records/Reports:** Working from lines and levels established by the property survey, establish and maintain benchmarks and other dependable markers. Establish bench marks and markers to set lines and levels for work at each story of construction and elsewhere as needed to properly locate each element of the project. Calculate and measure required dimensions as shown within recognized tolerances. Drawings shall not be scaled to determine dimensions. Advise entities performing work of marked lines and levels provided for their use. Advise Architect promptly upon detection of deviations that exceed indicated tolerances.
- C. **General Installation Provisions:**
1. **Pre-Installation Meetings:** Hold a pre-installation meeting at the project site well before installation of each unit of work which requires coordination with other work. Installer and representatives of the manufacturers and fabricators who are involved in or affected by that unit of work, and with its coordination or integration with other work that has preceded or will follow, shall attend this meeting. Advise Architect of scheduled meeting dates.
 2. **Installer's Inspection of Conditions:** Require the Installer of each major unit of work to inspect the substrate to receive work and conditions under which the work is to be performed. The Installer shall report all unsatisfactory conditions in writing to the Contractor. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to the Installer.
 3. **Manufacturer's Instructions:** Where installations include manufactured products, comply with the manufacturer's applicable instructions and recommendations for installation, to the extent that these instructions and recommendations are more explicit or more stringent than requirements indicated in the Contract Documents.
 4. **Mounting Heights:** Where mounting heights are not indicated, mount individual units of work at industry recognized standard mounting heights for the particular application indicated. Refer questionable mounting height choices to the Architect for final decision.
 - a. **Mount units of work** required to be accessible to handicapped people at heights prescribed by the Uniform Federal Accessibility Standards as referenced by the Americans with Disabilities Act (ADA) (Fed. Reg./Vol. 56, No. 144/Part 36).
- D. **Cleaning and Protection:** During handling and installation of work at the project site, clean and protect work in progress and adjoining work on the basis of continuous maintenance. Apply protective covering on installed work where it is required to ensure freedom from damage or deterioration at time of completion.

1. **Clean and perform maintenance** on installed work as frequently as necessary through remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
 2. **Limiting Exposures of Work:** To the extent possible through reasonable control and protection methods, supervise performance of the work in such a manner and by such means which will ensure that none of the work, whether completed or in progress, will be subjected to harmful, dangerous, damaging or otherwise deleterious exposure during the construction period.
 - a. **Protect against possible damage** all sills, jambs and soffits of permanent openings used as passageways or through which materials are handled. Protect exposed corners, spandrels, projecting features and similar permanent work subject to damage. Cover and protect all prefinished work from damage by mortar, plaster, gypsum drywall compounds, paint, and other construction materials and operations. Use wheelbarrows equipped with rubber tires over permanently exposed floors and paving. Provide special protection for works of art, as prescribed in the Contract Documents.
 3. **Load all trucks** leaving the site with earthen materials or loose debris in a manner that will prevent dropping of materials on streets. Fasten suitable tarpaulins over the load before they enter surrounding paved streets. Trucks bringing earthen materials over paved streets to the site shall be similarly covered.
 4. **Clean sidewalks and streets** adjacent to site daily or more often as necessary, of debris spillage or mud/dirt tracked from loading and trucking involved in construction operations. Maintain suitable truck wheel washing installation and crew to prevent any mud from being carried onto adjacent paved streets. Conform to local regulations regarding load limits.
- E. **Cutting and Patching:** Where the Contractor must cut, patch, alter, add to, repair or refinish existing construction and finishes which are not to be removed, he shall leave such construction and finishes complete and in satisfactory condition. Cutting, patching, and the like shall be neatly and carefully performed, and new materials and methods shall match existing corresponding work unless otherwise indicated. Exposed patches and repairs shall be as inconspicuous as possible.
1. **Construction, finishes,** equipment and other items which are damaged or defaced by reason of work performed under this contract shall be restored to the satisfaction of the Architect.
- F. **Conservation and Salvage:** It is a requirement for supervision and administration of the work that construction operations be carried out with the maximum possible consideration given to the conservation of energy, water and materials. In addition, maximum consideration shall be given to salvaging materials and equipment involved in performance of the work but not incorporated therein. Refer to other sections for required disposition of salvage materials which are the Government's property.
1. **Architect Notification:** To allow time for the Architect to observe the construction, provide a minimum of 48 hours notice of excavation work, completion of steel reinforcing, pouring of concrete, paving operations, utility work, trenching, tree removal or

replacement, commencements of next phase of work, and other tasks to be identified by the Architect.

2. **Archaeological Rights:** There is a possibility that items of archaeological significance may be found during the excavation of the site. In such event, the Contractor shall stop excavation in the vicinity of the find and notify the Architect immediately; subsequent excavation work shall proceed as directed by the Architect. All items found which are considered to have archaeological significance are the property of the Government.

1.4 DEFINITIONS AND STANDARDS:

- A. **General:** Comply with governing regulations and the codes and standards imposed upon the work. These requirements include the obtaining of permits, licenses, inspections, releases and similar documentation, as well as payments, statements and similar requirements associated with regulations, codes and standards.
- B. **Definitions:** A substantial amount of specification language consists of definitions for terms found in other contract documents, including the drawings. (Drawings must be recognized as diagrammatic in nature and not completely descriptive of the requirements indicated thereon). Certain terms used in contract documents are defined in this article. Definitions and explanations contained in this section are not necessarily either complete or exclusive, but are general for the work to the extent that they are not stated more explicitly in another element of the contract documents.
 1. **Installer:** The term "installer" is defined as the entity (person or firm) engaged by the Contractor, its subcontractor or sub-subcontractor for performance of a particular unit of work at the project site, including installation, erection, application and similar required operations. It is a general requirement that such entities (installers) be expert in the operations they are engaged to perform.
 2. **Testing Laboratory:** The term "testing laboratory" is defined as an independent entity engaged to perform specific inspections or tests of the work, either at the project site or elsewhere, and to report, and (if required) interpret results of those inspections or tests.
 3. **Indicated:** The term "indicated" is a cross-reference to graphic representations, notes or schedules on drawings, to other paragraphs or schedules in the specifications, and to similar means of recording requirements in contract documents. Where terms such as "shown," "noted," "scheduled," and "specified" are used in lieu of "indicated," it is for the purpose of helping the reader locate cross-reference, and no limitation is intended except as specifically noted.
 4. **Furnish:** Except as otherwise defined in greater detail, the term "furnish" is used to mean supply and deliver to the project site, ready for unloading, unpacking, assembly, installation, etc., as applicable in each instance.
 5. **Install:** Except as otherwise defined in greater detail, the term "install" is used to describe operations at the project site including unloading, unpacking, assembly, erection, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning and similar operations, as applicable in each instance.
 6. **Provide:** Except as otherwise defined in greater detail, the term "provide" means furnish and install, complete and ready for intended use, as applicable in each instance.
 7. **Exposed:** The term "exposed" is defined as an item or surface, exterior or interior, which can be seen by a person outside the building or a person inside a usable space within the building during normal activity.

- a. Mechanical and electrical rooms, air handling rooms, storage rooms and penthouses shall be considered to have exposed surfaces, as shall the mechanical and electrical construction within them.
 - b. The interiors of closets and alcoves shall be considered exposed surfaces, and shall be finished to match the finish of the adjoining room or space, unless another finish is otherwise indicated.
 - c. The interiors of cabinets shall be considered exposed, but a finish different from that of the exterior may be permitted or required by other sections.
8. **Concealed:** The term "concealed" is defined as an item or space not normally seen, occupied or used by building occupants or staff, such as shafts, hoistways, tunnels, ceiling plenums, attics, and crawls spaces.
 9. **Finished Space:** The term "finished space" is defined as space normally used by the public, building occupants or staff for primary functions of the building, but does not include mechanical, electrical and elevator equipment rooms, hoistways, tunnels or mechanical penthouses, unless otherwise indicated.
 10. **Specialist:** The term "specialist" is defined as an individual or firm of established reputation (or, if newly organized, whose personnel have previously established a reputation in the same field), which is regularly engaged in, and which maintains a regular force of workers skilled in either (as applicable) manufacturing or fabricating items required by the contract, installing items required by the contract, or otherwise performing work required by the contract. Where the contract specification requires installation by a specialist, that term shall also be deemed to mean either the manufacturer of the item, an individual or firm licensed by the manufacturer, or an individual or firm who will perform the work under the manufacturer's direct supervision.
- C. **Format and Specification Content Explanations:** Bolding and underscoring: Are used strictly to assist reader of specification text in scanning text for key words (for quick recall). No emphasis on or relative importance is intended where bolding and underscoring are used. Imperative language is used generally in specifications. Except as otherwise indicated, requirements expressed imperatively are to be performed by the Contractor. For clarity of reading at certain locations, contrasting subjective language is used to describe responsibilities which must be fulfilled indirectly by Contractor, or when so noted, by others.
1. **Abbreviations:** The language of specifications and other contract documents is of the abbreviated type in certain instances, and implies words and meanings which will be appropriately interpreted. Actual word abbreviations of a self-explanatory nature have been included in texts. Specific abbreviations have been established, principally for lengthy technical terminology and primarily in conjunction with coordination of specification requirements with titles of general standards which are frequently abbreviated. Singular words will be interpreted as plural and plural words will be interpreted as singular where applicable and where full context of the contract documents so indicates.
 2. **Minimum Quality/Quantity:** In every instance, the quality level or quantity shown or specified is intended as minimum for the work to be performed or provided. Except as otherwise specifically indicated, actual work may either comply exactly with that minimum (within specified tolerances), or may surpass the quality of that minimum within reasonable limits. In complying with requirements, indicated numeric values are either minimum or maximums as noted or as appropriate for context of requirements. Refer instances of uncertainty to the Architect for decision before proceeding.

- D. **Overlapping and Conflicting Requirements:** Where there appears to be overlapping or conflicting requirements in the drawings and specifications, refer all such questions in writing to the Architect for interpretation. Do not proceed with that portion of the work that is under question until the Architect has replied in writing. Delays necessitated by requests for interpretation shall not form the basis for a Change to the contract. The Architect's interpretation and decision shall be final. Procedures for resolving disagreements with the decision of the Architect are outlined in the General Conditions of the Contract. The order of precedence is established as follows:
1. **Order of Precedence:** Any inconsistency in this solicitation or Contract shall be resolved by giving precedence in the following order:
 - a. The Schedule (excluding the specifications).
 - b. Representations and other instructions.
 - c. Contract clauses.
 - d. The Specifications.
 - e. The Drawings. Large scale drawings take precedence over small scale drawings. Do not scale drawings.
 2. **Industry Standards:** Where compliance with two (2) or more industry standards or sets of requirements is specified, and overlapping of those different standards or requirements establishes different or conflicting minimums or levels of quality, the most stringent requirement is intended and will be enforced, unless specifically detailed language written into contract documents clearly indicates that a less stringent requirement is to be fulfilled. Refer apparently-equal-but-different requirements, and uncertainties as to which level of quality is more stringent, to the Architect for a decision before proceeding.
 3. **Contractor's Options:** Except for overlapping or conflicting requirements, where more than one set of requirements are specified for a particular unit of work, Options are intended to be the Contractor's regardless of whether or not it is specifically indicated as such.
- E. **Drawing Symbols:** Except as otherwise indicated, graphic symbols used on drawings are those symbols recognized in the construction industry for purposes indicated. Where not otherwise noted, symbols are defined by "Architectural Graphic Standards", published by John Wiley & Sons, Inc., Ninth edition.
1. **Mechanical/Electrical Drawings:** Graphic symbols used on mechanical and electrical drawings are generally aligned with symbols recommended by ASHRAE. Where appropriate, these symbols are supplemented by more specific symbols as recommended by other recognized technical associations including ASME, ASPE, IEEE and similar organizations. Refer instances of uncertainty to the Architect for clarification before proceeding.
- F. **Industry Standards:** Except to the extent that more explicit or more stringent requirements are written directly into contract documents, applicable standards of the construction industry have the same force and effect (and are made a part of the contract documents by reference) as if copied directly into the contract documents, or as if published copies were bound herein, subject to the order of precedence previously stated.

1. **Publication Dates:** Except as otherwise indicated, where compliance with an industry standard is required, conform to the standard in effect on the date of the Invitation for Bids, or, if referred to in any Addenda, at the date of such addenda.
2. **Abbreviations and Names:** The following acronyms or abbreviations as referenced in contract documents are defined to mean the associated names. Both names and addresses are subject to change, and are believed to be, but are not assured to be, accurate and up-to-date as of the date of contract documents:

AIA	American Institute of Architects (The) www.aia.org	(800) 242-3837 (202) 626-7300
AISC	American Institute of Steel Construction www.aisc.org	(800) 644-2400 (312) 670-2400
ANSI	American National Standards Institute www.ansi.org	(202) 293-8020
ASHRAE	American Society of Heating, Refrigerating and Air-Conditioning Engineers www.ashrae.org	(800) 527-4723 (404) 636-8400
ASTM	ASTM International (610) 832-9585 (American Society for Testing and Materials International) www.astm.com	
	AWS American Welding Society www.aws.org	(800) 443-9353 (305) 443-9353
CDA	Copper Development Association Inc. www.copper.org	(800) 232-3282 (212) 251-7200
FMG	FM Global (Formerly: FM - Factory Mutual System) www.fmglobal.com	(401) 275-3000
IEEE	Institute of Electrical and Electronics Engineers, Inc. (The) www.ieee.org	(212) 419-7900
NAAMM	National Association of Architectural Metal Manufacturers www.naamm.org	(312) 332-0405
NECA	National Electrical Contractors Association www.necanet.org	(301) 657-3110
NEMA	National Electrical Manufacturers Association www.nema.org	(703) 841-3200
NFPA	National Fire Protection Association www.nfpa.org	(800) 344-3555 (617) 770-3000
NRCA	National Roofing Contractors Association www.nrca.net	(800) 323-9545 (847) 299-9070
SMACNA	Sheet Metal and Air Conditioning Contractors'	(703) 803-2980

National Association
www.smacna.org

SSPC	SSPC: The Society for Protective Coatings www.sspc.org	(877) 281-7772 (412) 281-2331
UL	Underwriters Laboratories Inc. www.ul.com (847) 272-8800	(800) 704-4050
WWPA	Western Wood Products Association www.wwpa.org	(503) 224-3930

- G. **Federal Government Agencies:** Names and titles of federal government Standard- or Specification-producing agencies are often abbreviated. The following acronyms or abbreviations referenced in the Contract Documents indicate names of Standard- or Specification-producing agencies of the federal government. Names and addresses are subject to change but are believed to be, but are not assured to be, accurate and up to date as of the date of the Contract Documents.

CFR	Code of Federal Regulations Available from Government Printing Office www.access.gpo.gov/nara/cfr	(888) 293-6498 (202) 512-1530
EPA	Environmental Protection Agency www.epa.gov	(800) 438-2474
FS	Federal Specification Available from Defense Automated Printing Service www.astimage.daps.dla.mil/online	(215) 697-6257
	Available from General Services Administration www.fss.gsa.gov/pub/fed-specs.cfm	(202) 619-8925
	Available from National Institute of Building Sciences www.nibs.org	(202) 289-7800
OSHA	Occupational Safety and Health Administration www.osha.gov	(800) 321-OSHA (6742)

1.5 SCHEDULES & REPORTS:

- A. **Coordination:** Coordinate both the listing and timing of reports and other activities required by provisions of this and other sections, so as to provide consistency and logical coordination between the reports. Maintain coordination and correlation between separate reports by updating at monthly or shorter time intervals. Make appropriate distribution of each report and updated report to all parties involved in the work including the Architect.
- B. **Material Schedule:** Prior to commencing work, submit for approval the names of manufacturers and the trade names or numbers of all materials proposed for use on the

- project. Do not use any material until approved by the Architect. Upon request, furnish samples of materials, without cost to the Government, for examination and testing.
1. **Submit 3 copies** of the product-listing schedule prior to commencement of the Work. Provide a written explanation for omissions of data, and for known variations from contract requirements.
- C. **Schedule of Values:** Within thirty (30) calendar days of the date of contract award, a Schedule of Values shall be submitted. This schedule is defined as a work item by work item breakdown of cost of each definitive work activity including Contractor's markup. The Schedule of Values shall directly correlate with the Phases of Work indicated on the approved Progress Schedule specified below.
1. The Grand Total of all of the Schedules shall equal Contractor's original bid.
 2. The proper updating of both the Schedule of Values and the Record Drawings shall be considered precedent to approval of Partial Payments.
- D. **Shop Drawing Submittal Schedule:** Within thirty (30) calendar days of the date of contract award, a Shop Drawing Submittal Schedule shall be submitted. The schedule shall indicate at a minimum, all shop drawing submittals to be made, their contents, each specification section the submittal is drawn from, the date on which it will be submitted, the expected return dates, and the subcontractor responsible for creating the submittal. The submittal will be reviewed by the Architect as the first shop drawing submittal and comments made must be acknowledged and employed in the resubmission prior to the submittal of any other shop drawing. Do not "Load" the schedule.
- E. **Progress Schedule:** Within fourteen (14) calendar days of the date of contract award, the Contractor shall prepare and submit for approval a schedule showing the order in which he proposes to perform the Work, the dates on which he will start each phase of work and the contemplated dates of completion for each phase of site. Not less than six (6) copies of this schedule shall be submitted to the Architect.
1. **Cost Correlation:** Immediately below the date line at the heading of the bar-chart, provide a two item cost correlation line, indicating both "precalculated" and "actual" costs. This cost correlation line shall show dollar-volume of work performed as of the same dates used for preparation of partial payment requests. Refer to GENERAL CONDITIONS for cost reporting and payment procedures. In so far as it is practical to do so, use the same units of work in the progress schedule as indicated in the "schedule of values" required by the GENERAL CONDITIONS and further specified above.
 2. **Schedule Updating:** Following its initial approval, the project schedule shall be updated monthly for the purpose of recording and monitoring progress of the Work and establishing the values of progress payments. If the Work falls behind schedule, revise schedule and describe action to be taken to insure that work will be completed within the Contract time. Any adjustment to the Contract Time shall be made in accordance with the GENERAL CONDITIONS. For each schedule update, prepare a narrative report which shall include a description of all activities completed during the preceding month, description of progress made and planned activities listed as started but not completed on the updated Progress Schedule, and a written description and justification of any proposed revision to the logic sequence.
 - a. **Contractor Revisions:** The Contractor may also request revisions to the logic sequence and schedule of the Progress Schedule in the event that his planning for

- the project is revised. If revisions to the approved Progress Schedule are desired, the Architect shall be notified in writing for his approval, stating reasons for proposed revision. If the Architect considers such proposed revisions to be of a major nature, he may require the Contractor to revise and resubmit for approval, without additional cost to the Government, all or the affected portion of the schedule to indicate the effect on the entire project. Provide two weeks notice to the Architect, in writing, prior to submitting any Contractor proposed revisions not discussed in a previous Progress Meeting.
- b. **Architect Revisions:** Architect-directed revisions to the Progress Schedule will be forwarded to the Contractor with a ten (10) calendar day Contractor response period. The Contractor shall either assent to the proposed change or state reasons for not implementing the proposed revision.
 - c. **Progress Updates:** Revisions to the Progress Schedule made to reflect actual work progress to date are not revisions to logic sequence and schedule. In disagreements concerning actual progress recorded to date, the Architect's determination shall govern.
3. **Distribution:** Following the initial submittal to and response by the Architect, print and distribute progress schedules to the Architect (3 copies), separate contractors, the principal subcontractors and suppliers or fabricators, and others with a need-to-know schedule-compliance requirement. When revisions are made, distribute updated issues to the appropriate entities.
- F. **Progress Meetings and Documentation:** In addition to specific coordination and pre-installation meetings for each element of work, and other regular project meetings held for other purposes, hold a general progress meeting each month (this can be a teleconference) with time coordinated with preparation of the partial payment request. Require each entity then involved in planning, coordination or performance of work to be properly represented at each meeting. Discuss status of each element of current work in relation to Progress Schedule. Determine how behind-schedule work will be expedited, and secure commitments from entities involved in doing so to ensure that work will be completed within Contract Time.
1. **Initial Progress Meeting:** Schedule initial progress meeting, recognized as "Pre-Construction Meeting", for a date not more than 15 days after date of commencement of the Work. Use it as an organizational meeting, and review responsibilities and personnel assignments.
 2. **Daily Reports:** Prepare a daily report, recording information concerning events at the site; and submit duplicate copies to Architect on at least weekly intervals.
- G. **Permits, Licenses, and Certificates:** For the Government's records, submit copies of utility permits, licenses, certifications, utility inspection reports, releases, notices, receipts for fee payments, judgments, and similar documents, correspondence and records established in conjunction with compliance with standards and regulations bearing upon performance of the Work.
- 1.6 **SUBMITTALS:**
- A. **General:** Shop drawings, product data, samples and other work-related submittals are required to amplify, expand and coordinate the information contained in the Contract Documents. The Contractor is responsible for all dimensions, for the design of adequate or proper components, connections and other items, for the inclusion in the work of all elements

and incidental details, and for the satisfactory fabrication, construction, operation and coordination of the work.

1. **Approval** of any submission shall not be construed as a complete or precise check of the item submitted but will only indicate that the general methods of design, detailing, construction or other elements under consideration appear to be satisfactory, without specific determinations or particulars.
 2. **Changes to the Contract** will not be made by notations on submittals. In the event submittals returned by the Architect with notations, which in the opinion of the Contractor, constitute additional work for which he is entitled to an adjustment in the contract sum or the contract time, the Contractor shall comply with the procedure set forth in Article, "Changes," of the GENERAL CONDITIONS.
 3. **Do not permit** submittal copies without an appropriate final "Action" marking by the Architect to be used in connection with the work.
 4. **Submissions of "Approved Equals:"** In addition to standard submittal requirements, for each item submitted as an "approved equal" submit the following:
 - a. Comparison of proposed approved equal's characteristics with the salient characteristics of the specified product demonstrating that the proposed approved equal fully meets or exceeds the specifications,
 - b. Drawings and samples as required for specified products,
 - c. Any changes required in other elements (if any) because of the submission of the proposed approved equal, and
 - d. A listing of sources of supply, maintenance service (if applicable), and replacement parts.
- B. **Submittal Procedures:** Make all submittals to the Architect or to an individual designated by the Architect.
1. **Only the Architect** or an individual designated by the Architect can approve or disapprove submittals. Deviations and variations from the contract requirements contained in the submittal can be approved only by the Architect or by an individual delegated such authority by the Architect.
 2. **Costs** associated with transmittal of submittals shall be borne by the Contractor.
 3. **Review Time:** Except as specified elsewhere, allow for a review period of thirty (30) calendar days after receipt of the submittals by the Architect. Advise the Architect on each submittal, as to whether processing time is critical to the progress of the work, and if work would be expedited if processing time could be shortened. No extension of time will be authorized because of the Contractor's failure to transmit submittals or re-submittals to the Architect sufficiently in advance of the work. For submittals of items requiring coordination between different trades or subcontractors, review time period starts from the time that all required submittals have been received by the Architect and ends when submittal leaves the Architect. The Contractor is required to coordinate all work involving associated sub-trades and produce coordinated drawings for submittal where required by individual specification sections or as required below.
 4. **Preparation of Submittals:** Provide permanent marking on each submittal to identify project, date, Contractor, subcontractor, supplier, manufacturer, submittal name and similar information to distinguish it from other submittals. Label as to number and title of specification section, drawing number and detail references, as appropriate. Show Contractor's executed review and approval marking and provide space of not less than 20 sq. in. for the Architect's "Action" marking. Package each submittal appropriately

for transmittal and handling. Submittals which are received from sources other than through the Contractor's office will be returned without action.

5. **Number of Copies:** Submit a minimum of four (4) copies of each submittal requested.

C. **Specific Submittal Requirements:** Specific submittal requirements for individual units of work are specified in the applicable specification section. Except as otherwise indicated in the individual specification sections, comply with the requirements specified herein for each type of transmittal.

1. **Product Data:** Collect required product data into a single submittal for each unit of work or system. Mark each copy to show which choices and options are applicable to the project. Where product data has been printed to include information on several similar products, some of which are not required for use on the project, or are not included in this submittal, mark the copies to show clearly that such information is not applicable.
 - a. **Submittals:** Submittal is for information and record, unless otherwise indicated. Initial submittal is final submittal unless returned by the Architect, marked with an action which indicates an observed non-compliance.
 - 1) **Initial Submittal:** Except as otherwise indicated, submit three (6) copies of each required product data submittal, plus two (2) additional copies where required for maintenance manuals. The Architect will retain five (5) copies and return the other marked with "Action" and corrections or modifications as required.
2. **Shop Drawings:** Provide special notation of dimensions that have been established by field measurement. Highlight, encircle or otherwise indicate deviations from the Contract Documents on the shop drawings.
 - a. **Preparation:** Submit newly prepared information, drawn to accurate scale on sheets not less than 8-1/2" x 11"; except for actual pattern or template type drawings, the maximum sheet size shall not exceed 36" x 48". Indicate the name of the firm that prepared each shop drawing and provide appropriate project identification in the title block.
 - 1) Do not reproduce contract documents or copy standard printed information as the basis of shop drawings.
 - 2) Use standard architectural scales for all drawings..
 - b. **Coordination Drawings:** Prior to installation of sleeves and inserts for equipment, and/or the performance of work in spaces in which two or more trades are involved and in which the probability of interference exists as determined by either the Contractor or the Architect, submit composite coordination drawings for the Work. Show sequencing and relationship of separate units of work which must interface in a restricted manner to fit in the space provided, or function as indicated. In case interference develops, the Architect will decide which work shall be relocated, regardless of which was installed first. Coordination drawings are considered shop drawings and must be definitive in nature.

- c. **Equipment and Systems:** Shop Drawings for equipment and systems shall show ratings (where applicable), and how components are assembled, function together, and how they will be installed. Shop drawings, product data, certificate of conformance or compliance, certified test or inspection reports, and other submittals for equipment, systems, and their component parts shall be coordinated and submitted as a unit. Multiple or piecemeal submissions are not acceptable except where prior approval is obtained from the Architect, in which case a list of data to be submitted later shall be included with the first submission.
 - d. **Initial Submittal:** One correctable 1-1/2 mil translucent polyester reproducible print and one blue-line or black-line; reproducible will be returned..
 - e. **Final Submittal:** 3 prints, plus 2 additional prints where required for maintenance manuals; 2 will be retained and remainder will be returned, one of which is to be marked-up and maintained by Contractor as "Record Document."
3. **Samples:** Documentation required specifically for sample submittals includes a generic description of the sample, the sample source or the product name or manufacturer, compliance with governing regulations and recognized standards. In addition, indicate limitations in availability, sizes, delivery time, and similar limiting characteristics.
- a. **Preparation:** Where possible provide samples that are physically identical with the proposed material or product to be incorporated in the work; provide full scale, fully fabricated samples cured and finished in the manner specified. Where variations in color, pattern, or texture are inherent in the material or product represented by the sample, submit not less than 3 units of the sample, which show the full range of variations. Where samples are specified for the Architect's selection of color, texture or pattern, submit a full set of available choices for the material or product. Mount, display, or package samples in the manner specified to facilitate the review of indicated qualities. Prepare samples to match the Architect's sample where so indicated.
 - b. **Submittal:** Submit 3 sets of samples in the final submittal, one set will be returned. If the submittal is for the Architect's selection of color, pattern, texture or similar characteristics from a manufacturer's standard range of choices, only a single set of samples is required for a preliminary submittal. The final submittal may then be limited only to those choices selected by the Architect for final incorporation into the Work.
 - c. **Mock-Ups** and similar samples specified in individual work sections are special types of samples. Comply with sample submittal requirements to the fullest extent possible. Process transmittal forms to provide a record of activity. All mock-up samples of sign types are the property of the Architect.
4. **Miscellaneous Submittals:**
- a. **Inspection and Test Reports:** Classify each inspection and test report as being either "shop drawings" or "product data" depending on whether the report is specially prepared for the project, or a standard publication of workmanship control testing at the point of production. Process inspection and test reports accordingly.
 - b. **Offsite Fabrication Facilities:** Provide for scheduled visits to off site fabrication facilities by the Architect. Make all facilities, including storage areas

- and plant, open and accessible to review of procedures, materials used and storage and shipping methods.
- c. **Warranties:** Refer to Article "Products" for specific general requirements on warranties, product bonds, workmanship bonds and maintenance agreements. In addition to copies desired for the Contractor's use, furnish 2 executed copies of such warranties, bonds or agreements. Provide 2 additional copies where required for maintenance manuals.
 - d. **Staging Plan:** The Architect has indicated in plan where the Contractor can stage the construction. Submit a Staging Plan indicating specific locations of the superintendent's trailer, storage and loading of materials, security perimeter for staging area, locations of informational construction signage, and resources and any other construction facilities required.
5. **Closeout Submittals:** Refer to Article "Project Closeout" and to individual sections of these specifications for specific submittal requirements of project closeout information, materials, tools, and similar items.
- D. **Architect's Action:** Except for submittals for the record and similar purposes, where action and return on submittals is required or requested, the Architect will review each submittal and mark with appropriate "Action." Where the submittal must be held for coordination, the Architect will so advise the Contractor without delay.
1. **If no changes** to the drawing are required, three (3) prints and the reproducible drawing will be returned to the Contractor, bearing the stamp of the Architect, stating - "APPROVED."
 2. **If changes** to the drawing are required, but are of such minor nature that fabrication and/or construction can proceed in accordance with the correction noted by the Architect without resubmission of the drawing three (3) prints and the reproducible drawing will be returned to the Contractor bearing the Stamp of the Architect stating "Approved as Noted." The Contractor shall proceed with fabrication and/or construction in accordance with the Architect's corrections, and resubmit corrected copy for the Architect's records.
 3. **If changes** to the drawing are required, but are of such nature that fabrication or construction cannot proceed, three (3) prints and the reproducible drawing will be returned to the Contractor, bearing the stamp of the Architect stating - "Revise and Resubmit." In such a case, the Contractor shall resubmit the drawings, properly corrected. Upon resubmission of shop drawings, if any corrections or changes are made other than those marked by the Architect, the Contractor shall clearly indicate any such corrections or changes made on his own initiative.
 4. **If the product does not meet** the specification requirements, the number of copies outlined above will be returned to the Contractor, bearing the stamp of the Architect stating - "REJECTED." In such a case, the Contractor shall submit a new product which complies with the technical specifications.
 5. **Other Action:** Where the submittal is returned, marked with the Architect's explanation, for special processing or other Contractor activity, or is primarily for information or record purposes, the submittal will be marked as follows:
 - a. **Not Subject to Review:** This review category will apply to submittals which are not required by the Contract Documents and are inadvertently submitted and stamped; or
 - b. **Received/No Action Required:** This category will be used when returning "Informational Submittals" for which the Architect is not required to take action.

1.7 TEMPORARY FACILITIES AND CONTROLS:

- A. **Description of Requirements:** This article specifies administrative and procedural requirements for temporary services and facilities, including such items as temporary utility services, temporary construction and support facilities, and project security and protection.
1. **Use Charges:** No cost or usage charges for temporary services or facilities are chargeable to the Government. Cost or use charges for temporary services or facilities will not be accepted as a basis of claims for a change-order extra. All materials and equipment provided by the Contractor for temporary facilities shall remain the property of the Contractor.
 2. **Materials and Execution:** Provide new materials and equipment for temporary services and facilities; used materials and equipment that are undamaged and in serviceable condition may be used, if acceptable to the Architect. Provide only materials and equipment that are recognized as being suitable for the intended use, by compliance with appropriate standards. Do not use materials of temporary service in permanent installation.
- B. **Quality Assurance:** Comply with the requirements of the District of Columbia Building Code and regulations governing construction and local industry standards, in the installation and maintenance of temporary services and facilities.
1. **Standards:** Comply with the requirements of NFPA Code 241, "Building Construction and Demolition Operations", the ANSI-A10 Series standards for "Safety Requirements for Construction and Demolition", and the NECA National Joint Guideline NJC-6 "Temporary Job Utilities and Services".
 - a. **Refer** to "Guidelines for Bid Conditions for Temporary Job Utilities and Services", as prepared jointly by Associated General Contractors of America (AGC) and American Specialty Contractors, Inc. (ASC) for industry recommendations.
 - b. **Trade Jurisdictions:** The assigned responsibilities for the installation and operation of temporary utilities are not intended to interfere with the normal application of trade regulations and union jurisdictions applicable to the work.
 2. **Inspections:** Inspect and test each service before placing temporary utilities in use. Arrange for required inspections and tests by governing authorities, and obtain required certifications and permits for use.
- C. **Job Conditions:** Provide each temporary service and facility ready for use at each location when the service or facility is first needed to avoid delay in performance of the Work. Maintain, expand as required and modify temporary services and facilities as needed throughout the progress of the Work. Do not remove until services or facilities are no longer needed, or are replaced by the authorized use of completed permanent facilities.
- D. **Temporary Utilities:**
1. **Temporary Telephones:** Contractor's superintendent(s) are required to have cell phone(s).

6. **Temporary Sanitary Facilities:** Use of the designated existing Government toilet facilities, will be permitted, at the discretion of each Jurisdiction's Superintendent. Do not clean tools or equipment in building toilet rooms.
5. **Temporary Partitions:** Erect and maintain dustproof partitions and temporary enclosures to limit dust and dirt migration and to separate areas from fumes and noise.
6. **Construction Aids:** Design, construct, and maintain construction aids and miscellaneous general services and facilities as needed to accommodate performance of the work. Construction aids and miscellaneous general services and facilities include, but are not limited to the following:
 - a. **Provide temporary stairs** where ladders are not adequate for performance of work, and until permanent stairs are available. Cover finished permanent stairs which will be exposed to occupants' use, with a durable protective covering of plywood or similar material so that finishes will be undamaged at the time of acceptance.
 - b. **Provide scaffolds** as required for proper execution of the Work. Remove or relocate scaffolds promptly to avoid interference with other trades. Provide stairs for vertical circulation.
 - c. **Provide adequate guardrails and barriers** at perimeters of each level of construction as work progresses in accordance with District of Columbia requirements and in conformance with requirements of the Special Conditions.
 - d. **Provide adequate facilities** for hoisting materials and employees. Do not permit employees to ride hoists which comply only with requirements for hoisting materials. The Contractor is responsible for selection of type, size and number of facilities. Truck cranes and similar devices used for hoisting are considered as being "tools and equipment" and not temporary facilities.
 - e. **Chutes:** Do not permit free dropping of materials, rubbish or debris, but remove by use of material hoist and/or rubbish chute. Locations of all hoists and chutes are subject to approval by the Architect.
 1. Protect building from use of hoists and chutes to prevent damage, marring or staining of permanent work. Brace and guy securely and provide safety devices as required by code.
7. **Project Signage:** No signs, other than safety signs, may be erected on the site unless specifically indicated otherwise.
- F. **Security and Protection Facilities:** Provide and maintain all necessary barricades, lights, and other safeguards for the protection of Members of Congress, Government employees, Contractor's employees and the general public from injury. Protect materials and work on the site, whether incorporated in the work or not, against damage or loss from any cause.
 2. **Provide a reasonably neat** and uniform appearance in security and protection facilities acceptable to the Architect.
 3. **Barricades and Fences:** Comply with recognized standards and code requirements for the erection of substantial, structurally adequate barricades where needed to prevent accidents and losses. Paint with appropriate colors, graphics and warning signs to inform personnel at the site and the public, of the hazard being protected against.

G. Temporary Controls:

1. **Traffic Control:** Plan vehicular access methods, locations and timing of deliveries in a manner to minimize interference with street and pedestrian traffic and to conform to District of Columbia regulations. Do not block or obstruct public streets, driveways and walkways adjacent to the site at any time during performance of the work without proper authorization. Do not permit trucks of any kind to use existing sidewalks without prior authorization of the Architect.
2. **Collection and Disposal of Wastes:** Establish a system for daily collection and disposal of waste materials from construction areas on the site/premises. Enforce requirements strictly.
3. **Dust Control:** During periods of construction activity creating dust conditions sprinkle periodically the site areas disturbed by Contractor's operation or treat with dust suppressors to control dust. Dry power brooming will not be permitted. Use vacuuming, wet mopping, wet sweeping or wet power brooming. Air blowing will be permitted only for cleaning non-particulate debris. Use only wet cutting procedures for unit masonry and concrete.
5. **Noise Control:** Avoid the use of tools and equipment that produce harmful noise. Restrict the use of noise making tools and equipment to hours of use that will minimize noise complaints from persons or firms near the project site.

1.8 PRODUCTS:

- A. **General:** Refer to clause, "Materials and Workmanship," of the GENERAL CONDITIONS. After execution of the Contract, the Contractor's requests for changes in the products, materials, equipment and methods of construction required by the Contract Documents are considered requests for "contract modifications," and are subject to the requirements specified in Architect of the Capitol, "Official Procedure for Making Changes in Contracts." Revisions to the contract documents, where requested by the Architect are considered as "changes" not substitutions.
- B. **Quality Assurance:** Compatibility of products is a basic requirement of product selection. When the Contractor is given the option of selecting between two or more products for use on the project, the product selected must be compatible with other products previously selected, even if the products previously selected were also Contractor options. The complete compatibility between various choices available to the Contractor is not assured by the various requirements of the Contract Documents, but must be provided by the Contractor. Provide a single product for each required product selection, regardless of whether that product selection is provided by more than one sub-contractor. Do not alter product brands or series for a given product selection during the life of the contract without written approval of the Architect.
 1. **Source Limitations:** To the fullest extent possible and subject to the restrictions of the "Buy American Act," provide products of the same generic kind, from a single source, for each unit of work.
- C. **Product Delivery, Storage, and Handling:** Deliver, store, and handle products in accordance with manufacturer's recommendations, using means and methods that will prevent damage, deterioration and loss, including theft. Control delivery schedules to minimize

long-term storage at the site and to prevent overcrowding of construction spaces, and to ensure minimum holding or storage times for items known or recognized to be flammable, hazardous, easily damaged, or sensitive to deterioration or loss.

1. **Deliver products** to the site in the manufacturer's sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, ventilating, and installing.
 2. **Store products** at the site in a manner that will facilitate inspection and measurement of quantity or counting of units, and in conformance with manufacturer's instructions.
 3. **Store heavy materials** away from the project structure in a manner that will not endanger the supporting construction.
- D. **General Product Compliance:** Requirements for individual products are indicated in the Contract Documents; compliance with these requirements is in itself a contract requirement. These requirements may be specified in any one of several different specifying methods, or in any combination of these methods.
1. **Procedures for Selecting Products:** The Contractor's options in selecting products are limited by requirements of the Contract Documents and governing regulations. They are not controlled by industry traditions or procedures experienced by the Contractor on previous construction projects.
 - a. **Performance Specification Requirements:** Where the specifications require compliance with indicated performance requirements, provide products that comply with the specific performance requirements indicated, and that are recommended by the manufacturer for the application indicated. The manufacturer's recommendations may be contained in published product literature, or by the manufacturer's individual certification of performance. General overall performance of a product is implied where the product is specified for specific performances.
 - b. **Compliance with Standards, Codes and Regulations:** Where the specifications require only compliance with an imposed standard, code or regulation, the Contractor has the option of selecting a product that complies with specification requirements, including the standards, codes and regulations.
 - c. **Visual Matching:** Where matching an established sample is required, the final judgement of whether a product proposed by the Contractor matches the sample satisfactorily will be determined by the Architect. Where there is no product that matches the sample satisfactorily and also complies with other specified requirements, comply with the provisions of the contract documents concerning "contract modifications" for the selection of a matching product in another product category, or for non-compliance with specified requirements.
 - d. **Visual Selection:** Except as otherwise indicated, where specified product requirements include the phrase "...as selected from the manufacturer's standard colors, patterns, textures..." or similar phrases, the Contractor has the option of selecting the product and manufacturer, provided the selection complies with other specified requirements. The Architect is subsequently responsible for selecting the final color, pattern and texture from the product line selected by the Contractor.
- E. **General Product Requirements:** Provide products that comply with the requirements of the contract documents and that are undamaged and, unless otherwise indicated, unused at the time of installation. Provide products that are complete with all accessories, trim, finish,

safety guards and other devices and details needed for a complete installation and for the intended use and effect.

1. **Provide products** that are essentially the standard catalogued products of manufacturers regularly engaged in production of such products and that are the manufacturer's latest standard design that complies with the specification requirements. Equipment shall essentially duplicate items that have been in satisfactory commercial and industrial use at least two years, or more if otherwise specified, prior to bid opening; or in lieu thereof shall have been used and operated in a test installation which, in the opinion of the Architect, duplicate its field performance for the same period of time. The Architect reserves the right to require the Contractor to submit evidence to this effect for his approval. When two units of the same class of equipment are required, these units shall be the product of a single manufacturer; however, the component parts of the system need not be the products of the same manufacturer.
 2. **Provide standard**, domestically produced products for which the manufacturer has published assurances that the products and its parts are likely to be available to the Government at a later date.
 3. **Nameplates:** Except as otherwise indicated for required labels and operating data, do not permanently attach or imprint manufacturer's or producer's nameplates or trademarks on exposed surfaces of products which will be exposed to view either in occupied spaces or on the exterior of the completed project.
- F. **Installation of Products:** Except as otherwise indicated in individual sections of these specifications, comply with the manufacturer's instructions and recommendations for installation of the products in the applications indicated. Anchor each product securely in place, accurately located and aligned with other work. Clean exposed surfaces and protect surfaces as necessary to ensure freedom from damage and deterioration at time of acceptance.

1.9 PROJECT CLOSEOUT:

- A. **Definitions:** "Project Closeout" is the term used to describe certain collective project requirements, indicating completion of the work that are to be fulfilled near the end of the Contract Time in preparation for final acceptance and occupancy of the Work by the Government, as well as final payment to the Contractor and the normal termination of the Contract.
1. **Time of closeout** is directly related to "Final Acceptance." Therefore, the time of closeout may be either a single time period for the entire Work or a series of time periods for individual elements of the Work that have been certified as substantially complete at different dates. This time variation, if any, shall be applicable to the other provisions of this Division.
- B. **Final Cleaning:** Special cleaning requirements for specific units of Work are included in the appropriate sections of Division 2 through 16. General Cleaning during the regular progress of the Work is required by the GENERAL CONDITIONS and is included under Article "Temporary Facilities and Controls".
1. **Cleaning:** Provide final cleaning of the Work at the time indicated. Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit of work to the condition expected from a normal, commercial building cleaning and maintenance program. Comply with the manufacturer's instructions for operations.

- a. **Complete the following** cleaning operations before requesting the Architect's inspection for Final Acceptance.
 - b. **Remove labels** which are not required as permanent labels.
 - c. **Clean transparent materials**, including mirrors and glass in doors and windows, to a polished condition. Remove putty and other substances which are noticeable as vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials.
 - d. **Clean exposed** exterior and interior hard-surfaced finishes to a dust-free condition, free of dust, stains, films and similar noticeable distracting substances. Restore reflective surfaces to their original reflective condition. Leave concrete floors broom clean. Vacuum carpeted surfaces.
 - e. **Wipe surfaces** of mechanical and electrical equipment clean. Remove excess lubrication and other substances. Clean plumbing fixtures to a sanitary condition. Clean light fixtures and lamps.
 - f. **Clean the project site**, including landscape development areas, of rubbish, litter and other foreign substances. Sweep paved areas to a broom clean condition; remove stains, spills and other foreign deposits. Rake grounds that are neither paved nor planted, to a smooth even-textured surface.
2. **Pest Control:** Engage an experienced exterminator to make a final inspection of the project, and to rid the project of rodents, insects and other pests.
 3. **Compliance:** Comply with safety standards and governing regulations for cleaning operations. Remove waste materials from the site and dispose of in a lawful manner.
 - a. **Where extra materials** of value remaining after completion of associated work have become the Government's property, salvage or dispose of these materials to the Government's best advantage as directed.
- C. **Record Document Submittals:** Specific requirements for record documents are indicated in the individual sections of these specifications. Other requirements are indicated in the GENERAL CONDITIONS. General submittal requirements are indicated in the various "Submittals" articles of individual sections of the Project Manual.
1. **Do not use** record documents for construction purposes; protect from deterioration and loss in a secure, fire-resistive location; provide access to record documents for the Architect's reference during normal working hours.
 2. **Record Documents:** Maintain a record set of blue or black line white-prints of contract drawings and shop drawings in a clean, undamaged condition. Mark-up the set of record documents to show the actual installation where the installed work varies substantially from the work as originally shown. Mark whichever drawing is most capable of showing the actual "field" condition ("as-built" condition) fully and accurately; however, where shop drawings are used for mark-up, record a cross-reference at the corresponding location on the working drawings. Give particular attention to concealed work that would be difficult to measure and record at a later date.
 - a. **Mark record sets** with red erasable pencil and, where feasible, use other colors to distinguish between variations in separate categories of work.
 - b. **Note related** change-order numbers where applicable.
 - c. **Organize record drawing sheets** into manageable sets, bind with durable paper cover sheets, and print suitable titles, dates and other identification on the cover of each set.

- d. **Materials and Tools:** Refer to individual sections of the Project Manual for required quantities of spare parts, extra and overrun stock, maintenance tools and devices, keys, and similar physical units to be submitted.
- D. **Maintenance Manuals:** Organize operating and maintenance data into suitable sets of manageable size. Bind data into individual binders properly identified and indexed. Bind each set of data in a heavy-duty 2-inch, 3-ring vinyl-covered binder, with pocket folders for folded sheet information. Mark the appropriate identification on both front and spine of each binder.
- E. **Warranties and Bonds:** At Final Completion compile two copies of each required warranty and bond properly executed by the Contractor, or by the Contractor, subcontractor, supplier, or manufacturer. Organize the warranty documents into an orderly sequence based on the table of contents of the Project Manual.
 - 1. Bind warranties and bonds in heavy-duty, commercial quality, durable 3-ring vinyl covered loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2" by 11" paper.
 - a. Provide heavy paper dividers with celluloid covered tabs for each separate warranty. Mark the tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product, and the name, address and telephone number of the installer.
 - b. Identify each binder on the front and the spine with the typed or printed title "WARRANTIES AND BONDS," the Project title or name, project number, and the name of the Contractor.
 - 2. When operating and maintenance manuals are required for warranted construction, provide additional copies of each required warranty, as necessary, for inclusion in each required manual.
- F. **General Operating and Maintenance Instructions:** Arrange for each installer of operating equipment and other work that requires regular or continuing maintenance, to meet at the site with the Government's personnel to provide necessary basic instruction in the proper operation and maintenance of the entire Work. Where installers are not experienced in the required procedures, include instruction by the manufacturer's representatives.
- G. **Closeout Submittals:** Prior to requesting Final Inspection, submit the following:
 - 1. Project Record Documents, properly annotated and in the format required.
 - 2. Copies of Warranties and Bonds.
 - 3. Operation and Maintenance data.
 - 4. All required operating or special tools required in individual sections.
 - 5. All required keys and keying schedules.
- H. **Prerequisites to Final Acceptance:** Complete the following before requesting the Architect's final inspection for certification of final acceptance, and final payment as required by the GENERAL CONDITIONS. List known exceptions, if any, in the request.
 - 1. **Submit the final payment** request with final releases and supporting documentation not previously submitted and accepted. Include certificates of insurance for products and completed operations where required.
 - 2. **Submit an updated final statement**, accounting for final additional changes to the Contract Sum.

3. **Submit a certified copy** of the Architect's final punch-list of itemized work identified to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance and has been endorsed and dated by the Architect.
 4. **Submit final meter readings for utilities**, a measured record of stored fuel, and similar data either as of the date of substantial completion, or else when the Government took possession of and responsibility for corresponding elements of the Work.
 5. **Submit** consent of surety.
- I. **Reinspection Procedures:** The Architect will reinspect the Work upon receipt of the Contractor's notice that the work, including punchlist items resulting from earlier inspections, has been completed, except for these items whose completion has been delayed because of circumstances that are acceptable to the Architect.
- J. **Removal of Protection:** Except as otherwise indicated or requested by the Architect, remove temporary protection devices and facilities which were installed during the course of the work to protect previously completed work during the remainder of the construction period.

END OF DIVISION 1

PART 1 - GENERAL**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Nonilluminated changeable graphic directories.
- B. Related Sections include the following:
 - 1. Division 10 Section "Signs" for panel-sign-type directories

1.3 SUBMITTALS

- A. Product Data: Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for directories.
- B. Shop Drawings: Include plans, elevations, sections, details, and attachments to other work.
 - 1. For installed products indicated to comply with design loads, include structural analysis data signed and sealed by the qualified professional engineer responsible for their preparation.
- C. Samples for Initial Selection: For each type of sign material indicated that involves color selection.
- D. Samples for Verification: For the directory, include the following Samples to verify color selected:
 - 1. Full-size Sample required.
 - 2. Four (4) process plotted color print.
 - 3. Approved samples will remain with AOC as control sample comparison for signage installation.
- E. Qualification Data: For Installer.
- F. Maintenance Data: For signage cleaning and maintenance requirements to include in maintenance manuals.
- G. Warranty: Special warranty specified in this Section.

1.4 QUALITY ASSURANCE

- A. Installer Qualifications: An authorized representative of directory manufacturer for installation and maintenance of units required for this Project.
- B. Source Limitations: Obtain directories through one source from a single manufacturer.

- C. Product Options: Information on Drawings and in Specifications establishes requirements for directories' aesthetic effects and performance characteristics. Aesthetic effects are indicated by dimensions, arrangements, alignment, and profiles of components and assemblies as they relate to sightlines, to one another, and to adjoining construction. Performance characteristics are indicated by criteria subject to verification by one or more methods including field testing and in-service performance.
- D. Product Options: Drawings indicate size, profiles, and dimensional requirements of directories and are based on the specific system indicated. Refer to Division 1 Section "General Requirements."
 - 1. Do not modify intended aesthetic effects, as judged solely by Architect, except with Architect's approval. If modifications are proposed, submit comprehensive explanatory data to Architect for review.
- E. Pre-installation Conference: Conduct conference at Project site to comply with requirements in Division 1 Section "General Requirements."

1.5 PROJECT CONDITIONS

- A. Field Measurements: Verify recessed openings by field measurements before fabrication and indicate measurements on Shop Drawings.
 - 1. Established Dimensions: Where field measurements cannot be made without delaying the Work, establish opening dimensions and proceed with fabricating directories without field measurements. Coordinate wall construction to ensure that actual opening dimensions correspond to established dimensions.

WARRANTY

- B. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of directories that fail in materials or workmanship within specified warranty period.
 - 1. Failures include, but are not limited to, the following:
 - a. Structural failures of cabinets or frames.
 - b. Faulty operation of hardware or illumination system.
 - c. Deterioration of metals, metal finishes, and other materials beyond normal weathering.
 - 2. Warranty Period: Five years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Aluminum: Alloy and temper recommended by aluminum producer and manufacturer for type of use and finish indicated, and as follows:
 - 1. Sheet: ASTM B 209 (ASTM B 209M).

2. Extruded Shapes: ASTM B 221 (ASTM B 221M), Alloy 6063.
- B. Bronze Castings: ASTM B 584, alloy UNS No. C83600 (No. 1 manganese bronze).
- C. Clear Acrylic Sheet: ASTM D 4802, Category A-1 (cell-cast sheet), with Finish 1 (smooth or polished), and 6 mm thick, unless otherwise indicated; colorless sheet with visible light transmittance of 92 percent measured per ASTM D 1003.
- D. PVC: Extruded, high-impact PVC plastic with painted finish.
- E. Unframed Panel: Fabricate signs with edges mechanically and smoothly finished to comply with the following requirements:
 1. Edge Condition: Square Cut.
 2. Corner Condition: Square.
- F. Frames: Fabricate frames to profile indicated; comply with the following requirements for materials and corner conditions:
 1. Material: Aluminum and Bronze either Cast or Extruded.
 2. Corner Condition: Square.
- G. Laminated Panels: Permanently laminate face panels to backing sheets of material; use manufacturer's standard process.
- H. Graphic Content and Style: Provide sign copy that complies with requirements indicated in the Sign Schedule for size, style, spacing, content, mounting height and location, material, finishes, and colors of signage.
- I. Brackets: Fabricate brackets and fittings for bracket-mounted signs from extruded aluminum to suit panel sign construction and mounting conditions indicated. Factory-paint brackets in color matching Architect's sample.
- J. Fasteners: Provide screws, bolts, and other fastening devices made from same material as items being fastened, except provide hot-dip galvanized, stainless-steel, or aluminum fasteners for exterior applications. Provide types, sizes, and lengths to suit installation conditions. Use security fasteners where exposed to view.

2.2 CHANGEABLE GRAPHIC DIRECTORIES

- A. Nonilluminated, Changeable Graphic Directory:
 1. Refer to the Design Intent Drawings and notes provided by The Douglas Group for the AOC. Manufactured or custom fabricated directories may be used if in compliance with design and technical requirements identified on the drawings and in this section.
 2. Case Frame: Removable, clear acrylic sheet and changeable graphic panel held in place by clips, backer panel and the reveal frame.
 - a. Hinge Location: Side.

3. Bronze Frame: Permanently mount to case frame using a hidden method of attachment.

2.3 FABRICATION

- A. Fabricate directories to requirements indicated for dimensions, design, and thickness and finish of materials. Use metals and shapes of thickness and reinforcing to produce flat surfaces, free of oil canning, and to impart strength for size, design, and application indicated.
- B. Fabricate directory cabinets and door frames with reinforced corners, mitered and welded to a hairline fit, with no exposed fasteners. Provide structural reinforcement to prevent racking and misalignment.

2.4 FINISHES, GENERAL

- A. Comply with NAAMM's "Metal Finishes Manual for Architectural and Metal Products" for recommendations for applying and designating finishes.
- B. Protect mechanical finishes on exposed surfaces from damage by applying a strippable, temporary protective covering before shipping.
- C. Appearance of Finished Work: Variations in appearance of abutting or adjacent pieces are acceptable if they are within one-half of the range of approved Samples. Noticeable variations in the same piece are not acceptable. Variations in appearance of other components are acceptable if they are within the range of approved Samples and are assembled or installed to minimize contrast.

2.5 ALUMINUM FINISHES

- A. Finish designations prefixed by AA comply with the system established by the Aluminum Association for designating aluminum finishes.
- B. Class I, Clear Anodic Finish: AA-M12C22A41 (Mechanical Finish: nonspecular as fabricated; Chemical Finish: etched, medium matte; Anodic Coating: Architectural Class I, clear coating 0.018 mm or thicker) complying with AAMA 611.

2.6 COPPER-ALLOY FINISHES

- A. Finish designations prefixed by CDA comply with the system established by the Copper Development Association for designating copper-alloy finish systems, as defined in NAAMM's "Metal Finishes Manual for Architectural and Metal Products."
- B. Medium-Satin Finish: CDA M32 (Mechanical Finish: directionally textured, medium satin).

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine walls, with Installer present, for compliance with requirements for installation tolerances, surface conditions of wall, and other conditions affecting performance of work.
 1. For the record, prepare written report, endorsed by Installer, listing conditions detrimental to performance of work.
- B. Examine roughing-in for electrical power system to verify actual locations of connections before installation of illuminated directories.

- C. Examine walls and partitions for proper backing for directories.
- C. Examine walls and partitions for suitable framing depth where recessed directories will be installed.
- D. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Prepare recesses for directories as required by type and size of unit.

3.3 INSTALLATION

- A. General: Install directories in locations and at mounting heights indicated on Drawings, or if not indicated, at heights indicated below. Keep perimeter lines straight, level, and plumb. Provide grounds, clips, backing materials, adhesives, brackets, anchors, trim, and accessories necessary for complete installation.
 - 1. Mounting Height: 60 inches above finished floor to center of directory.
- B. Recessed Directories: Attach directories to wall framing with fasteners at 16 inches (400 mm) o.c. Attach aluminum trim over edges of recessed directories and conceal grounds and clips.
- C. Surface-Mounted Directories: Attach directories to wall surfaces with concealed clips, hangers, or grounds fastened at not less than 16 inches (400 mm) o.c. Secure both top and bottom of directories to walls.
- D. Freestanding Directories: Install directories in locations indicated. Adjust floor glides so directories are level and plumb.

3.4 ADJUSTING AND CLEANING

- A. Adjust directory doors to operate smoothly without warp or bind and contact points meet accurately. Lubricate operating hardware as recommended by manufacturer.
- B. Touch up factory-applied finishes to restore damaged or soiled areas.

END OF SECTION 10430

PART 1 - GENERAL**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Panel signs.
 - 2. Cast-metal plaques.
 - 3. Signage accessories.
- B. Related Sections include the following:
 - 1. Division 10 Section "Directories" for building directories.

1.3 SUBMITTALS

- A. Product Data: Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for each type of sign.
- B. Shop Drawings: Include plans, elevations, and large-scale sections of typical members and other components. Show mounting methods, grounds, mounting heights, layout, spacing, reinforcement, accessories, and installation details.
 - 1. Provide message list for each sign, including details of wording, lettering, symbols and Braille layout.
- C. Samples for Initial Selection: For each type of sign material indicated that involves color selection.
- D. Samples for Verification: For each type of sign, include the following Samples to verify color selected:
 - 1. Panel Signs: Full-size Samples of each type of sign required.
 - 2. Casting: Show representative texture, character style, spacing, finish, and method of attachment.
 - 3. Approved samples will be returned for installation into Project if approved.
- E. Qualification Data: For Installer.

- F. Maintenance Data: For signage cleaning and maintenance requirements to include in maintenance manuals.

1.4 QUALITY ASSURANCE

- A. Installer Qualifications: An authorized representative of signage manufacturer for installation and maintenance of units required for this Project.
- B. Source Limitations: Obtain each sign type through one source from a single manufacturer.
- C. Regulatory Requirements: Comply with the Americans with Disabilities Act (ADA) and with code provisions as adopted by authorities having jurisdiction.
 - 1. Interior Code Signage: Provide signage as required by accessibility regulations and requirements of authorities having jurisdiction. These include, but are not limited to, the following:
 - a. Elevator Signs: Life Safety Code 2003 Edition
 - b. Stairway Identification: Life Safety Code 2003 Edition
 - c. Signs for Accessible Spaces: ADAG.
- D. Electrical Components, Devices, and Accessories: Listed and labeled as defined in IBC 2003, IEC 2003 and NFPA 101 (2003), by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.

1.5 PROJECT CONDITIONS

- A. Field Measurements: Where sizes of signs are determined by dimensions of surfaces on which they are installed, verify dimensions by field measurement before fabrication and indicate measurements on Shop Drawings.

1.6 COORDINATION

- A. For signs supported by or anchored to permanent construction, advise installers of anchorage devices about specific requirements for placement of anchorage devices and similar items to be used for attaching signs.
 - 1. For signs supported by or anchored to permanent construction, furnish templates for installation of anchorage devices.
- B. Coordinate location of remote transformers with building construction. Ensure that transformers are accessible after completion of Work.

PART 2- PRODUCTS

2.1 PANEL SIGNS

- A. General: Provide panel signs that comply with requirements indicated for materials, thicknesses, finishes, colors, designs, shapes, sizes, and details of construction.

1. Produce smooth panel sign surfaces constructed to remain flat under installed conditions within tolerance of plus or minus 1/16 inch (1.5 mm) measured diagonally.
- B. Refer to the Design Intent Drawings and notes provided by The Douglas Group for the AOC. Manufactured or custom-fabricated signs may be used if in compliance with design and technical requirements identified on the drawings and in this section.
- C. Cast-Acrylic Sheet: Manufacturer's standard and as follows:
 1. Color: As selected by Architect from manufacturer's full range.
- D. Aluminum Sheet and Plate: ASTM B 209 (ASTM B 209M), alloy and temper recommended by aluminum producer and finisher for type of use and finish indicated, and with not less than the strength and durability properties of 5005-H15.
- E. Phenolic-Backed Photopolymer Sheet: Provide light-sensitive, water-wash photopolymer face layer bonded to a phenolic base layer to produce a composite sheet with a Type D Shore durometer hardness of 80.
- F. PVC: Extruded, high-impact PVC plastic with painted finish.
- G. Unframed Panel Signs: Fabricate signs with edges mechanically and smoothly finished to comply with the following requirements:
 1. Edge Condition: Square Cut.
 2. Corner Condition: Square.
- H. Frames: Fabricate frames to profile indicated; comply with the following requirements for materials and corner conditions:
 1. Material: Aluminum and Bronze either Cast or Extruded.
 2. Corner Condition: Square.
- I. Laminated Panels: Permanently laminate face panels to backing sheets of material; use manufacturer's standard process.
- J. Brackets: Fabricate brackets and fittings for bracket-mounted signs from extruded aluminum to suit panel sign construction and mounting conditions indicated. Factory-paint brackets in color matching Architect's sample.
- K. Graphic Content and Style: Provide sign copy that complies with requirements indicated in the Sign Schedule for size, style, spacing, content, mounting height and location, material, finishes, and colors of signage.
- L. Tactile and Braille Copy: Manufacturer's standard process for producing copy complying with ADA Accessibility Guidelines and ICC/ANSI A117.1. Text shall be accompanied by Grade 2 braille. Produce precisely formed characters with square cut edges free from burrs and cut marks.
 1. Panel Material: Photopolymer.

2. Raised-Copy Thickness: Not less than 1/32 inch (0.8 mm).

- M. Subsurface Copy: Apply minimum 4-mil- (0.10-mm-) thick vinyl copy to back face of clear acrylic sheet forming panel face to produce precisely formed opaque image. Image shall be free from rough edges.
- N. Applied Copy: Die-cut characters from vinyl film of nominal thickness of 3 mils (0.076 mm) with pressure-sensitive adhesive backing. Apply copy to exposed face of panel sign.
 1. Panel Material: Opaque Acrylic or Painted Aluminum Panel.
- O. Colored Coatings for Acrylic Sheet: For copy, background and frame colors, provide Pantone Matching System (PMS) colored coatings, including inks and paints, that are recommended by acrylic manufacturers for optimum adherence to acrylic surface and are nonfading for application intended.

2.2 CAST-METAL PLAQUES

- A. General: Provide castings free from pits, scale, sand holes, and other defects. Comply with requirements specified for metal, border style, background texture, and finish and in required thickness, size, shape, and copy.
- B. Manufactures must have current seal graphics on all 50 states, District of Columbia and territories on file for use in this project.
- C. Aluminum Castings: Provide aluminum castings of alloy and temper recommended by sign manufacturer for casting process used and for use and finish indicated.
- D. Bronze Castings: ASTM B 584, alloy UNS No. C83600 (No. 1 manganese bronze).
- E. Border Style: Raised flat band.
- F. Background Texture: Manufacturer's standard leatherette finish.
- G. Mounting: Concealed studs for substrates encountered.

2.3 PANEL SIGN TYPES

- A. Room Signs:
 1. Material: Photopolymer, Plastic Sheet, Aluminum, Brass and Bronze.
 2. Perimeter: Framed.
 3. Copy: Surface Tactile and Braille.
 4. Character Style: Garamond Family.
 5. Text: As indicated in the Sign Schedule.
 6. Message: Changeable and Fixed.
 7. Sizes:
 - a. Sign: Sizes as indicated on Design Drawings.

- b. Character: Sizes as indicated on Design Drawings.
- 8. Colors:
 - a. Frame: Bronze and Aluminum.
 - b. Character: As indicated on Design Drawings.
 - c. Background: AOC Brown.

B. Toilet Room Signs:

- 1. Material: Photopolymer, Plastic Sheet, Aluminum, Brass and Bronze.
- 2. Perimeter: Framed.
- 3. Copy: Surface Tactile and Braille.
- 4. Character Style: Garamond Family.
- 5. Text: As indicated in the Sign Schedule.
- 6. Message: Changeable and Fixed.
- 7. Sizes:
 - a. Sign: Sizes as indicated on Design Drawings.
 - b. Character: Sizes as indicated on Design Drawings.
- 8. Colors:
 - a. Frame: Bronze and Aluminum.
 - b. Character: As indicated on Design Drawings.
 - c. Background: AOC Brown.

C. Wayfinding Signs:

- 1. Material: Photopolymer, Plastic Sheet, Aluminum, Brass and Bronze.
- 2. Perimeter: Framed.
- 3. Copy: Surface Tactile and Braille.
- 4. Character Style: Garamond Family.
- 5. Text: As indicated in the Sign Schedule.
- 6. Message: Changeable and Fixed.
- 7. Sizes:
 - a. Sign: Sizes as indicated on Design Drawings.
 - b. Character: Sizes as indicated on Design Drawings.
- 8. Colors:
 - a. Frame: Bronze and Aluminum.
 - b. Character: As indicated on Design Drawings.
 - c. Background: AOC Brown.

2.4 ACCESSORIES

- A. Vinyl Film: Provide 3M, or equivalent, opaque non-reflective vinyl film, 0.0035-inch (0.089-mm) minimum thickness, with pressure-sensitive adhesive backing suitable for both exterior and interior applications.
- B. Mounting Methods: Use concealed fasteners, double-sided vinyl tape and silicone adhesive fabricated from materials that are not corrosive to sign material and mounting surface.

- C. Anchors and Inserts: Provide nonferrous-metal or stainless steel anchors and inserts for exterior installations and elsewhere as required for corrosion resistance. Use toothed steel or lead expansion-bolt devices for drilled-in-place anchors. Furnish inserts, as required, to be set into concrete or masonry work.

2.6 FINISHES, GENERAL

- A. Comply with NAAMM's "Metal Finishes Manual for Architectural and Metal Products" for recommendations for applying and designating finishes.
- B. Protect mechanical finishes on exposed surfaces from damage by applying strippable, temporary protective covering before shipping.
- C. Appearance of Finished Work: Variations in appearance of abutting or adjacent pieces are acceptable if they are within one-half of range of approved Samples. Noticeable variations in same piece are not acceptable. Variations in appearance of other components are acceptable if they are within range of approved Samples and are assembled or installed to minimize contrast.

2.7 ALUMINUM FINISHES

- A. Clear Anodic Finish: Manufacturer's standard clear anodic coating, 0.018 mm or thicker, over a satin (directionally textured) mechanical finish.
- B. Clear Finish: Natural satin finish with clear polyurethane protective coat.
- C. Baked-Enamel Finish: Manufacturer's standard baked enamel complying with paint manufacturer's written instructions for cleaning, conversion coating, and painting.
- D. Cast-Metal Plaque Finishes:
 - 1. Raised Areas: Hand-tool and buff borders and raised copy to produce manufacturer's standard satin finish.
 - 2. Background Finish: Painted.

2.8 COPPER-ALLOY FINISHES

- A. Bronze and Brass Plate: Medium satin (directionally textured) finish.
- B. Cast-Bronze Character Finishes: Manufacturer's standard satin finish with exposed surfaces free from porosity, burrs, and rough spots; with returns finished with fine-grain air blast.
- C. Cast-Bronze Plaque Finishes: Exposed surfaces free from porosity, burrs, and rough spots; with returns finished with fine-grain air blast.
 - 1. Raised Areas: Hand-tool and buff borders and raised copy to produce manufacturer's standard satin finish.
 - 2. Background Finish: Painted.

- D. Cast-Brass Plaque Finishes: Exposed surfaces free from porosity, burrs, and rough spots; with returns finished with fine-grain air blast.
 - 1. Raised Areas: Hand-tool and buff borders and raised copy to produce manufacturer's standard satin finish.
 - 2. Background Finish: Painted.
- E. Clear Protective Coating: Coat exposed surfaces of copper alloys with manufacturer's standard clear organic coating specially designed for coating copper-alloy products.

PART 3- EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of work.
- B. Verify that items, including anchor inserts and electrical power, provided under other sections of Work are sized and located to accommodate signs.
- C. Examine supporting members to ensure that surfaces are at elevations indicated or required to comply with authorities having jurisdiction and are free from dirt and other deleterious matter.
- D. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. General: Locate signs and accessories where indicated, using mounting methods of types described and in compliance with manufacturer's written instructions.
 - 1. Install signs level, plumb, and at heights indicated, with sign surfaces free from distortion and other defects in appearance.
 - 2. Interior Wall Signs: Install signs on walls adjacent to latch side of door where applicable. Where not indicated or possible, such as double doors, install signs on nearest adjacent walls. Locate to allow approach within 3 inches (75 mm) of sign without encountering protruding objects or standing within swing of door.
- B. Wall-Mounted Panel Signs: Attach panel signs to wall surfaces using methods indicated below:
 - 1. Vinyl-Tape Mounting: Use double-sided foam tape to mount signs to smooth, nonporous surfaces. Do not use this method for vinyl-covered or rough surfaces.
 - 2. Silicone-Adhesive Mounting: Use liquid-silicone adhesive recommended in writing by sign manufacturer to attach signs to irregular, porous, or vinyl-covered surfaces. Use double-sided vinyl tape where recommended in writing by sign manufacturer to hold sign in place until adhesive has fully cured.

3. Mechanical Fasteners: Use nonremovable mechanical fasteners placed through predrilled holes. Attach signs with fasteners and anchors suitable for secure attachment to substrate as recommended in writing by sign manufacturer.
 4. Where panel signs are scheduled or indicated to be mounted on glass, provide matching plate on opposite side of glass to conceal mounting materials.
- C. Bracket-Mounted Units: Provide manufacturer's standard brackets, fittings, and hardware as appropriate for mounting signs that project at right angles from walls and ceilings. Attach brackets and fittings securely to walls and ceilings with concealed fasteners and anchoring devices to comply with manufacturer's written instructions.
- D. Cast-Metal Plaques: Mount plaques using standard fastening methods recommended in writing by manufacturer for type of wall surface indicated.
1. Concealed Mounting: Mount plaques by inserting threaded studs into tapped lugs on back of plaque. Attachment method must accommodate that the plaques be removable at least once a year by AOC maintenance staff .

3.3 CLEANING AND PROTECTION

- A. After installation, clean soiled sign surfaces according to manufacturer's written instructions. Protect signs from damage until acceptance by the Architect..

END OF SECTION 10431



UNITED STATES CAPITOL POLICE
WASHINGTON, D.C. 20510-7218

CP-491
(4-04)

REQUEST FOR CHECK OF CRIMINAL HISTORY RECORDS

Please report with: (1) A valid form of photo identification. (2) and this form to the Fairchild Building located at 499 South Capitol Street SW Washington, D.C., Room 127 between the hours of 7am until 3pm Monday through Friday for processing.

1. Name: (Last, First, Middle) _____		Address: _____	
		Street & No. _____	
		City & State: _____	
		Zip: _____	Tele: _____
2. Other Names Ever Used: (e.g. maiden name, nickname, ect. If you have never used another name write "None".) _____			
3. Date of Birth: (Month, Day, Year) _____		4. Birthplace: (City and State or Country) _____	
5. Social Security Number: _____		6. Gender: _____	
		Male Female	
7. Race: _____	8. Height: _____	9. Weight: _____	10. Eye Color: _____
		11. Hair Color: _____	

SIGNATURE AND RELEASE OF INFORMATION:

READ THE FOLLOWING CAREFULLY BEFORE YOU SIGN:

- I understand that the information provided above will be used to check the criminal history records of the Federal Bureau of Investigation (FBI).
- I consent to the use of the information provided in making a security determination concerning me.
- I certify that, to the best of my knowledge and belief, all of the information provided above is true, correct, and complete, made in good faith.

12. Signature: _____ 13. Date: _____

**** NOTICE ****

TO: ALL VENDORS/CONTRACTORS/CONSULTANTS
FROM: THE OFFICE OF THE ARCHITECT OF THE CAPITOL

Due to requirements set forth in the DEBT COLLECTION IMPROVEMENT ACT OF 1996 (PUBLIC LAW 104-134), all payments made to vendors, contractors and consultants doing business with the Federal Government must be made by Electronic Funds Transfer (EFT) directly to your financial institution. If you are currently enrolled under EFT with the Architect of the Capitol, no further action is necessary other than to report changes.

EFT payments are cost effective, enabling prompt, convenient and reliable payments directly to a designated bank account.

The Architect of the Capitol, in making EFT payments, supplies the financial institution with identifying information (ie. invoice number), which accompanies each transaction. The financial institution in turn can supply this information to the account holder.

Therefore, to accomplish the mandate of P. L. 104-134, it is necessary that the attached sheet; PAYMENT INFORMATION FORM ACH VENDOR PAYMENT SYSTEM be completed and returned with your bid or offer as set forth in Section G of the solicitation.

**PAYMENT INFORMATION FORM
ACH VENDOR PAYMENT SYSTEM**

This form is used for ACH payments with an addendum record that carries payment-related information. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion. The information will be transmitted in the CCD+ format to the designated financial institution.

Debt Collection Improvement Act of 1996

PAPERWORK REDUCTION ACT STATEMENT

The information being collected on this form is pursuant to Public Law 104-134, which mandated Electronic Funds Transfer for recipients of all federal payments (excluding IRS tax refunds) beginning July 24, 1996. This information will be needed by the Treasury Department to transmit payments and related data.

COMPANY INFORMATION

NAME:

ADDRESS:

CONTRACT NUMBER: AOC- _____

TAXPAYER IDENTIFICATION NUMBER (TIN):

CONTACT PERSON NAME:

TELEPHONE NUMBER: ()
FAX NUMBER: ()

AGENCY INFORMATION

NAME: ARCHITECT OF THE CAPITOL - FORD HOUSE OFFICE BUILDING

ADDRESS: ACCOUNTING DIVISION, ROOM H2-205

WASHINGTON, D.C. 20024

FAX NUMBER: (202) 225-7321

CONTACT PERSON NAME: MR. JAMES JARBOE

TELEPHONE NUMBER: (202) 226-2552

FINANCIAL INSTITUTION INFORMATION

BANK NAME:

BRANCH LOCATION: (If applicable)

CONTACT NAME:

TELEPHONE NUMBER: ()

NINE DIGIT ROUTING TRANSIT NUMBER: _____

DEPOSITOR ACCOUNT NUMBER:

TYPE OF ACCOUNT: ☐ CHECKING ☐ SAVINGS ☐ LOCKBOX

SIGNATURE AND TITLE OF REPRESENTATIVE:

TELEPHONE NUMBER:

UNITED STATES CAPITOL POLICE
WASHINGTON, D.C 20510

OFF-SITE DELIVERY CENTER INSTRUCTION

All delivery vehicles will be required to report to the Off-Site Delivery Center for the U.S. Capitol Police located at 4700 Shepherd Parkway S.W., for inspection before proceeding to the Capitol Building via the North Barricade on Constitution Avenue, N.E., the loading dock of the Senate Office Buildings located on D Street, N.E., the loading dock for the Ford House Office Building on Virginia Avenue, S.W., or the Delaware Avenue, S.W., access point for the Rayburn, Longworth, and Cannon Office Buildings' loading docks.

No deliveries will be accepted unless the vehicles have been processed at the Off-Site Delivery Center. The hours of the Off-Site Delivery Center are 5:00a..m. to 2:00p.m., Monday through Friday.

In order to gain access to the loading dock for the Capitol and the House and Senate Office Buildings, you are required to have a letter on file with the United States Capitol Police. The letter must be on company letterhead accompanied by signature of the owner, president or manager. Please print or type the names in alphabetical order of persons requesting access. Requests for access must be renewed once per year and should contain the following information:

1. Name of the Company
2. Name of the Drivers/Employees Requiring Access
3. Social Security Number for each Driver/Employee
4. Date of Birth for Each Driver/Employee
5. Building(s) to be Accessed
6. Company Contact Person and Phone Number

The above information is to be provided to:

United States Capitol Police
Off-Site Delivery Center
4700 Shepherd Parkway S.W
Washington, D.C. 20032
Fax: 202 226-0571

Any questions can be directed to Off-Site Delivery Center during business hours at 202 226-0905.

AOC PAST PERFORMANCE QUESTIONNAIRE
RFP: 060141

**IDIQ CONTRACT FOR WAYFINDING SIGNS FOR THE ARCHITECT OF THE
CAPITOL**

The company listed below is preparing an offer on the above project for the Architect of the Capitol, Washington, DC. Your name has been provided as a customer reference regarding performance under a past contract with your agency/company. Your comments are considered Source Selection Sensitive, therefore, you are advised that your response will be safeguarded to the extent cited in the Federal Acquisition Regulation (FAR) 42.1503. FAR prohibits the release of past performance evaluations to other than other Government personnel and the company whose performance is being evaluated during the period the information may be used to provide source selection information.

This past performance questionnaire is being submitted by the contractor and you are requested complete it and return it to the Architect of the Capitol in care of John Friedhoff at FAX number (202)225-3221, or e-mail JFRIEDHO@AOC.GOV on or before the proposal submission due date of August 30, 2006. While all elements below may not apply, please complete as much as possible.

Company/Individual Requesting Past Project Information:

Name: _____

Past Project Title On Which The Company Is Being Evaluated

Project Title : _____

Evaluator POC (for verification purposes)

Name: Agency/Company, POC _____ **Date:** _____

Phone No.: _____ **Fax No.** _____

E-mail Address: _____

Address: _____

Position held or function in relation to project: _____

AOC PAST PERFORMANCE QUESTIONNAIRE
RFP: 060141

Ratings: Please evaluate the contractor's performance using the following ratings:

- "O" Outstanding The contractor's performance clearly exceeded the contract requirements.
"S" Satisfactory The contractor's performance met the contract requirements.
"M" Marginal The contractor's performance met the minimum contract requirements but with difficulty.
"U" Unsatisfactory The contractor's performance was poor and/or did not satisfy contract requirements.

Please rate and provide supporting information for the following. If the rating is Outstanding or Unsatisfactory, please provide specific contract/job performance areas which were exceeded or not performed in accordance with the contract's minimum requirements. (Use additional sheets as needed)

1. Performance in meeting delivery/completion schedules: _____

Rating: _____

2. What did the contractor do to improve or resolve schedule problems, if any? _____

Rating: _____

3. The contractor's quality control (CQC). _____

Rating: _____

4. The contractor's performance in delivering quality work in accordance with the contract: _____

Rating: _____

5. The contractor's ability to provide the required work at a reasonable total price. _____

Rating: _____

6. The contractor's compliance with labor standards, if applicable. _____

AOC PAST PERFORMANCE QUESTIONNAIRE
RFP: 060141

Rating: _____

7. The contractor's compliance with safety standards. _____

Rating: _____

8. Has the contractor been given any of the following: Cure notice, show cause, letters of reprimand, suspension of payments, termination? If yes, please explain. _____

Rating: _____

9. Would you award another contract to this contractor? If no, please state reasons for not recommending this contractor additional work. _____

Rating: _____

10. Was the customer satisfied with the end product? _____

Rating: _____

11. The relationship between the contractor and owner's contract team/Contracting Officer/COR/COTR? _____

Rating: _____

12. The contractor's on-site management and coordination of subcontractors. _____

Rating: _____

13. The contractor's overall corporate management, integrity, reasonableness and cooperative conduct. _____

Rating: _____

AOC PAST PERFORMANCE QUESTIONNAIRE
RFP: 060141

14. Has the contractor filed any modifications? _____ How many? _____
And to what extent? _____

15. Has the contractor been provided an opportunity to discuss any negative performance ratings?

If so, what were the results? _____

16. **OVERALL RATING**

Rating: _____

17. Please provide any additional comments: _____

HART
Senate Office Building



THE CAPITOL COMPLEX
WAYFINDING PROGRAM



REVISIONS:		
NO	DESCRIPTION	DATE

OWNER
Architect of the Capitol
Architecture Division Room H2-529
Ford House Office Bldg.
2nd. and D Streets S.W.
Washington, D.C. 20024
TEL: 202-226-1820 FAX: 202-226-1981

**ENVIRONMENTAL GRAPHIC
DESIGNER**

The Douglas|Group
915 Duke Street
Alexandria, VA 22202
TEL: 703-549-8050 FAX: 703-549-8053

DESIGN INTENT DRAWINGS
FOR SUPERINTENDENT APPROVAL

APPROVAL:

LARRY STOFFELL
SUPERINTENDENT
SENATE OFFICE BUILDINGS

SIGNATURE
BUILDING NAME
HART SENATE OFFICE BUILDING
PROJECT TITLE
CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE
DRAWING TITLE
SLP/Contract Documents

SCALE	DRAWN BY	CHECKED BY
	SH/MB	
PROJ. NO.	IFB NO.	
24512.02		
CAD FILE NO.		
DRAWING NO.		

SHEET	DATE
	06/14/06

Table of Contents

V - Handicap Restriction Plaque

D.19.0

W - Hours of Operation.

D.20.0

GG - Building Announcement/Directional (Wall Mounted)

D.21.0

GG - Building Announcement/Directional (Hanging)

D.21.1

GG - Building Announcement/Directional (Location Elevation) . .

.

D.21.2

HH - Exit Information

D.22.0

Typical Drawings

D, V & W - (10" x 8 1/2")

TYPICAL 1.0

D, V & W - (10" x 8 1/2")(Location Elevation)

TYPICAL 1.1

O, S, & T - (1'- 8" x 1'- 5 1/2")

TYPICAL 2.0

O, S, & T - (1'- 8" x 1'- 5 1/2")(Location Elevation) . .

TYPICAL 2.1

H, H.1 & 1 - (1'- 3" x 1'- 3")

TYPICAL 3.0

H, H.1 & 1 - (1'- 3" x 1'- 3") (Details)

TYPICAL 3.1

H, H.1 & 1 - (1'- 3" x 1'- 3") (Location Elevation) . .

TYPICAL 3.2

L, M, & HH - (9 1/4" x 9 1/4")

TYPICAL 4.0

L, M, & HH - (9 1/4" x 9 1/4")(Location Elevation) . .

TYPICAL 4.1

Assembly Drawings

F - Floor Directory/Directional

(Changeable Graphic/for Reference Only).

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(Changeable Graphic/for Reference Only).

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SLP.B

Hart Ground Floor.

SLP.G

Hart First Floor.

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Hart Third Floor

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Hart Fourth Floor

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Hart Fifth Floor.

SLP.5

Hart Sixth Floor

SLP.6

Hart Seventh Floor

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Hart Eighth Floor

SLP.8

Hart Ninth Floor.

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Project Signage

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E - Exit Directory within Elevator

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E - Exit Directory within Elevator (Location Elevation)

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H.2 - Identification Blade Graphic - Small

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D.12.0

L - Restroom Plaque

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M - Accessible Restroom Directional

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O.2 - Member Suite Identification (Seal)

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D.17.0

T - Self-Schedule Conference Room

D.18.0

Project Team Project Notes

OWNER
Architect of the Capitol
U.S. Capitol Building
Washington, DC 20515
202-226-1820
fax 202-226-1981
Contact: Marilyn Wong-Wittmer

SIGNAGE DESIGNER
The Douglas|Group
915 Duke Street
Alexandria, VA 22314

Note: The terms Fabricator and Installer apply to any entity who performs or is awarded all or part of these functions to conform to the design documents, for this project. In some instances these terms may apply to the same entity.

GENERAL NOTES ABOUT BID SUBMITTAL
Refer to Project Manual

GENERAL NOTES
FOR FABRICATION AND INSTALLATION OF THIS PROJECT

- 1. Do not scale the drawings. All sign copy should be considered to be representative and is subject to change. Refer to final message schedule for final copy on all signs.
- 2. The contract documents are complementary, and what is required by one shall be as binding as if required by all. The Fabricator and Installer shall coordinate all required portions of work in contract scope.
- 3. Fabricator shall conform to these drawings and specifications and submit to The Douglas|Group samples for all finishes included in their scope of work before commencement of such work.
- 4. For the purpose of bidding process, proprietary names identifying items of work are used solely to describe the standard of the product or the color of the finish, unless the items of work are explicitly noted as not having an equal. Fabricator shall secure approval of any substitutions from The Douglas|Group. Any items approved for substitution should be submitted to The Douglas|Group for final approval.
- 5. All dimensions are to the exterior face of the finished material unless otherwise noted. All elevations are noted from finish floor elevations.
- 6. All dimensions of existing work and all dimensions required for work that is connected with work in place shall be verified by the Fabricator and Installer. In addition, the Fabricator shall verify all finishes and notify The Douglas|Group of any discrepancies before performing any work.
- 7. The Fabricator or Installer shall notify The Douglas|Group of any discrepancies in the fabrication documents immediately and shall not proceed or allow sub-fabricators to work in those areas until said discrepancies are resolved.
- 8. When changes are required, for any reason, notify The Douglas|Group before performing any work. Changes which alter the contract documents must have the approval of The Douglas|Group and Architect before commencement of such work. Changes which modify the contract amount must have the approval of The Douglas|Group and Owner before commencement of such work.

- 9. All graphics and colors provided must conform to scale, specifications, and PMS numbers where provided.
- 10. All work shall be done in accordance with all applicable codes and to the highest standards of trade practice.
- 11. Prior to commencing any work, the Fabricator or Installer who is awarded all or part of fabrication and/or installation shall review with the Owner, Architect and The Douglas|Group the phasing of their work and secure approval from all parties. Submit to the Architect and The Douglas|Group a master schedule of the awarded work one (1) week after the contract signing.
- 12. All interior finish and trim materials are to meet Class III flame spread ratings of 76 to 200, as per applicable code.
- 13. Fabricator and Installer is responsible for obtaining and paying for all applicable permits and certificates required of their work.
- 14. The Fabricator shall warrant that all merchandise is free of defects in material or workmanship and shall provide Owner with a warranty to replace or repair any merchandise that fails to conform to above for a period of no less than one (1) year from date of final acceptance.
- 15. The Installer shall provide and install adequate blocking for all wall hung and wall supported items except for those items which are hung from items not in contract.
- 16. The Installer shall patch and repair all existing surfaces as required prior to applying new finishes. All openings, voids, or unfinished surfaces created by removal or alteration of existing work, shall be closed or patched and finished as necessary to match existing continuous surfaces or new finishes required.
- 17. All hangers, channels, rods and other misc. support steel shall be installed by the installer as necessary for the support of suspended equipment (signage) and shall be fastened to the existing structure in such a manner as to not compromise its existing structural integrity or fire rating.
- 18. The Installer shall keep the site work area(s) clear of unnecessary debris; and shall keep all work area(s) secured when unattended for the duration of the installation period.
- 19. The Installer shall clean the site of all unnecessary debris and clean all glass, chrome, and any other items before vacating the site and final Owner sign-off.
- 20. The fabricator shall provide all engineering required for exterior signage guaranteed for local conditions.
- 21. Fabricator is responsible for removal and wall preparation at all existing signage locations.

QUALIFIERS

All ideas, design arrangements, or plans indicated or represented by these drawings are owned by, and remain the sole property of The Douglas|Group. No ideas, designs, arrangements, or plans shall be disclosed to any other person, firm, or corporation for any purpose whatsoever without the express written consent of The Douglas|Group.

All Artwork and Drawings required under the scope of these documents are to become the sole property of the Owner at the completion of the contract, with all original, or created artwork or drawings to be surrendered to the Owner at the end of fulfillment of the contract or sooner if requested in writing from the Owner.

All artwork and Drawings are not to be reproduced or circulated for use outside the scope of this contract without written consent of the Owner. Failure to do so will result in legal action to the fullest extent of the law.



REVISIONS:		
NO	DESCRIPTION	DATE

OWNER
Architect of the Capitol
Architecture Division Room H2-529
Ford House Office Bldg.
2nd. and D Streets S.W.
Washington, D.C. 20024
TEL: 202-226-1820 FAX: 202-226-1981

ENVIRONMENTAL GRAPHIC
DESIGNER

The Douglas|Group
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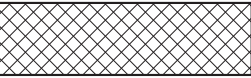
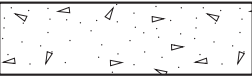

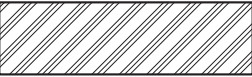

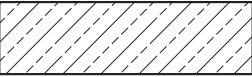
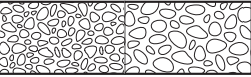


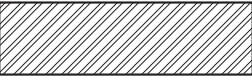


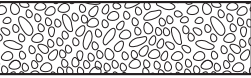



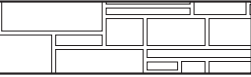

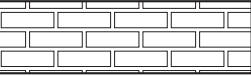
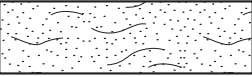
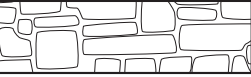
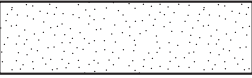

DESIGN INTENT DRAWINGS
FOR SUPERINTENDENT APPROVAL

APPROVAL:		
LARRY STOFFELL SUPERINTENDENT SENATE OFFICE BUILDINGS		
SIGNATURE		
BUILDING NAME		
HART SENATE OFFICE BUILDING		
PROJECT TITLE		
CAPITOL COMPLEX - WAYFINDING & ADA COMPLIANCE		
DRAWING TITLE		
PROJECT NOTES		
SCALE	DRAWN BY	CHECKED BY
	SH/MB	
PROJ. NO.	IFB NO.	
24512.02		
CAD FILE NO.		
DRAWING NO.		
11		
SHEET	DATE	
	06/14/06	


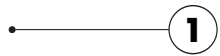





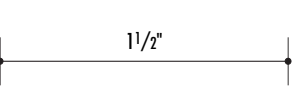
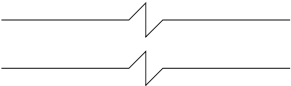

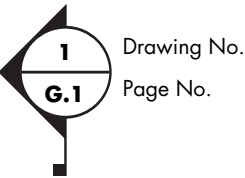
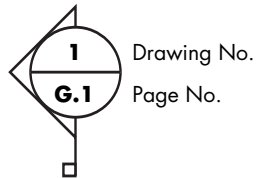
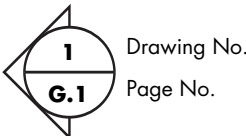
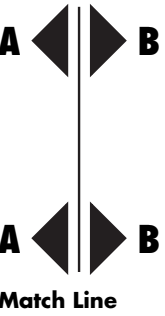

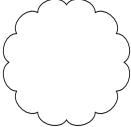




Abbreviations

@	At	Incl.	Included, Including
ADD.	Addendum	Int.	Interior
Adj.	Adjacent	Jt.	Joint
A.F.F.	Above Finish Floor	Max.	Maximum
Aggr.	Aggregate	M. D.	Medium Density
Alt.	Alternate	Min.	Minimum
Al. or Alum.	Aluminum	Mtl.	Metal
Anod.	Anodized	Misc.	Miscellaneous
Approx.	Approximate	Mtd.	Mounted
Arch.	Architect	N. I. C.	Not in Contract
Bd.	Board	No.	Number
Bet.	Between	N. T. S.	Not to Scale
Bldg.	Building	O. A.	Overall
Blk. or Blkg.	Block or Blocking	O. C.	On Center
Brz.	Bronze	O. D.	Outside Diameter
Cab.	Cabinet	Opp.	Opposite
CL	Centerline	Opp. H.	Opposite Hand
Clr.	Clear	P. Lam.	Plastic Laminate
Conc.	Concrete	Perf.	Perforate (d)
C. M. U.	Concrete Masonry Unit	Plywd.	Plywood
Demo.	Demolish, Demolition	Pnl.	Panel
Det. or DT	Detail	Pr.	Pair
Dwgs.	Drawings	Pt.	Point
Ea.	Each	P. T.	Pressure Treated
Ele.	Elevation	Ptd.	Painted
Elev.	Elevator	Ref.	Reference
Encl.	Enclose (ure)	Sect.	Section
Equip.	Equipment	S. F.	Square Feet
Eq.	Equal	Sht.	Sheet
Exist.	Existing	Sim.	Similar
Ext	Exterior	Std.	Standard
Fin.	Finish (ed)	Stl.	Steel
GA	Gage	Susp.	Suspended
Galv.	Galvanized	Thk.	Thick
Gen.	General	Typ.	Typical
GWB	Gypsum Wall Board	U. O. N.	Unless Otherwise Noted
Gyp. Bd.	Gypsum Wall Board	Vert.	Vertical
Hdwd.	Hardwood	V. I. F.	Verify in Field
Hdwr.	Hardware	W/	With
Horiz.	Horizontal	W/O	Without
Ht.	Height	W. W. F.	Welded Wire Fabric
I. D.	Inside Diameter	Wd.	Wood

Section Details

 Earth	 Concrete Block- CMU
 Concrete	 Fieldstone
 Aluminum	 Glass
 Brass/Bronze	 Gravel
 Steel	 Hardboard
 Other Metals	 Marble
 Plastic/Acrylic	 Foam board
 Plaster	 CMU- Elevation
 Plywood	 Ashlar- Elevation
 Wood Finish	 Brick- Elevation
 Wall Board/Gypsum	 Stone- Elevation
 Sand	 Trees- Plan

Project References

 Elevation Scale	 Material Reference
 Drawing No.	
 Ground Lines	 Object Lines
 Hidden Lines	 Color Lines
 Dimension Lines	 Broken Segment
 Center Line	
 Building Section	 Wall Section
 Elevation Reference	 Match Line
 Detail Reference	 Revision Bubble
 Revision Reference	
 0001 Exterior starts at 0001	 1000 Interior starts at 1000 Floor Item Number
 North Reference	

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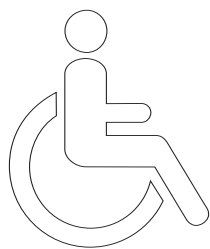
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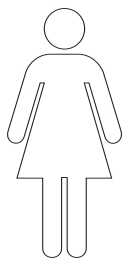
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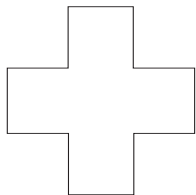
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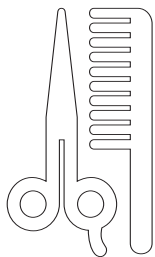
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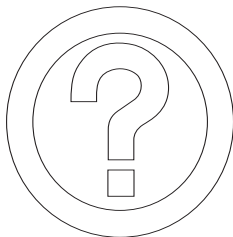
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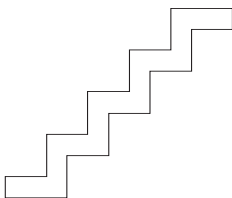
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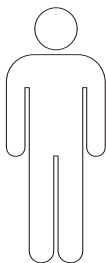
BARBER SHOP/
BEAUTY PARLOR



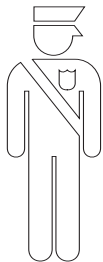
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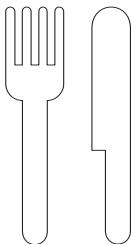
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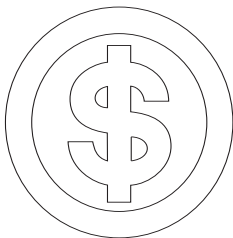
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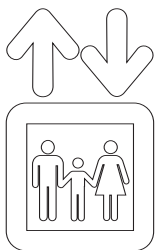
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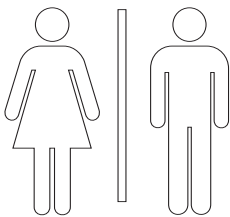
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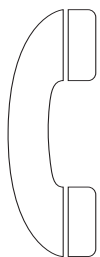
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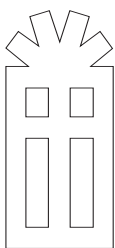
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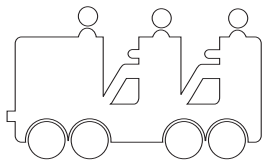
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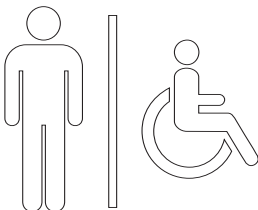
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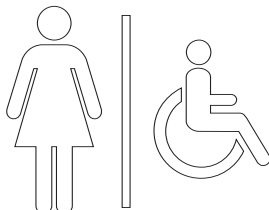
GIFT SHOP



TRAIN



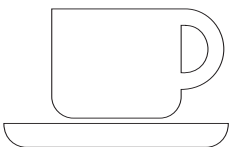
MEN'S ACCESSIBLE
RESTROOM



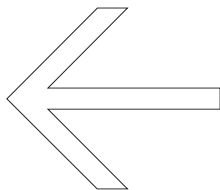
WOMEN'S ACCESSIBLE
RESTROOM



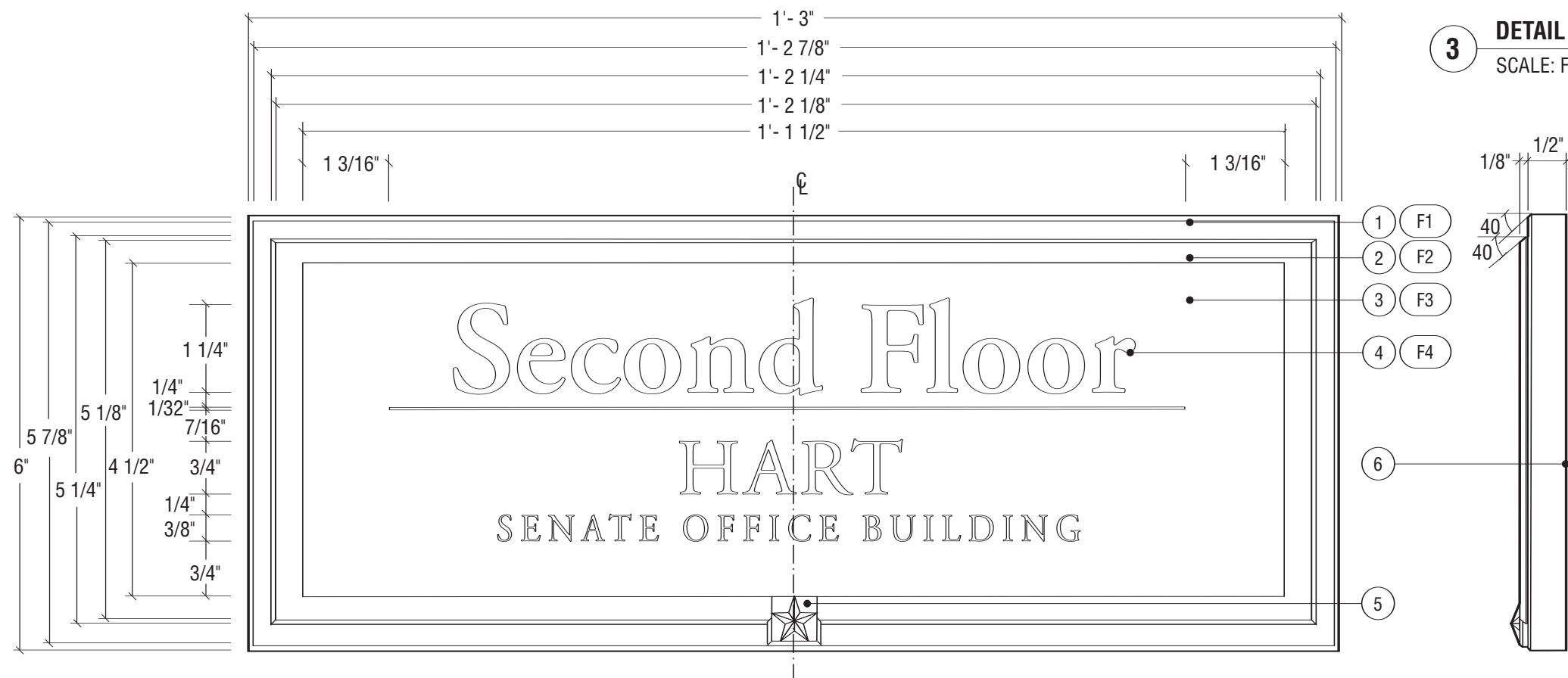
NO SMOKING



COFFEE SHOP



DIRECTIONAL
ARROW



1 FRONT ELEVATION
SCALE: 1/2" = 1"

2 SIDE ELEVATION
SCALE: 1/2" = 1"

3 DETAIL
SCALE: FULL

Notes

1. Aluminum with mitered cornered and beveled edges.
2. Bronze bar stock with mitered cornered and beveled edges.
3. White sintra panel
4. Adobe Garamond Semi-Bold & Regular, as illustrated.
5. Cast bronze prismatic star, mechanically fastened to frame with concealed mechanical fasteners to prevent removal.

6. Sign mounts with double sided 3M VHB tape and silicone. Wall substraight varies (plaster, marble/granite, wood, etc.), solutions should be specialized or accommodate all while not unnecessarily &/or permanently damaging the wall surface.

F1. Clear anodized, satin finish, horizontal grain (parallel to frame component) on all sides.

F2. Clear powder coat finish, horizontal grain (parallel to frame component) on all sides.

F3. Screen print to match Benjamin Moore Black Bean Soup 2130-10. Satin finish.

F4. Symbols to be dropped out, exposing white sintra.



REVISIONS:		
NO	DESCRIPTION	DATE

OWNER

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Architecture Division Room H2-529
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ENVIRONMENTAL GRAPHIC DESIGNER

The Douglas|Group
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DESIGN INTENT DRAWINGS FOR SUPERINTENDENT APPROVAL

APPROVAL:

LARRY STOFFELL
SUPERINTENDENT
SENATE OFFICE BUILDINGS

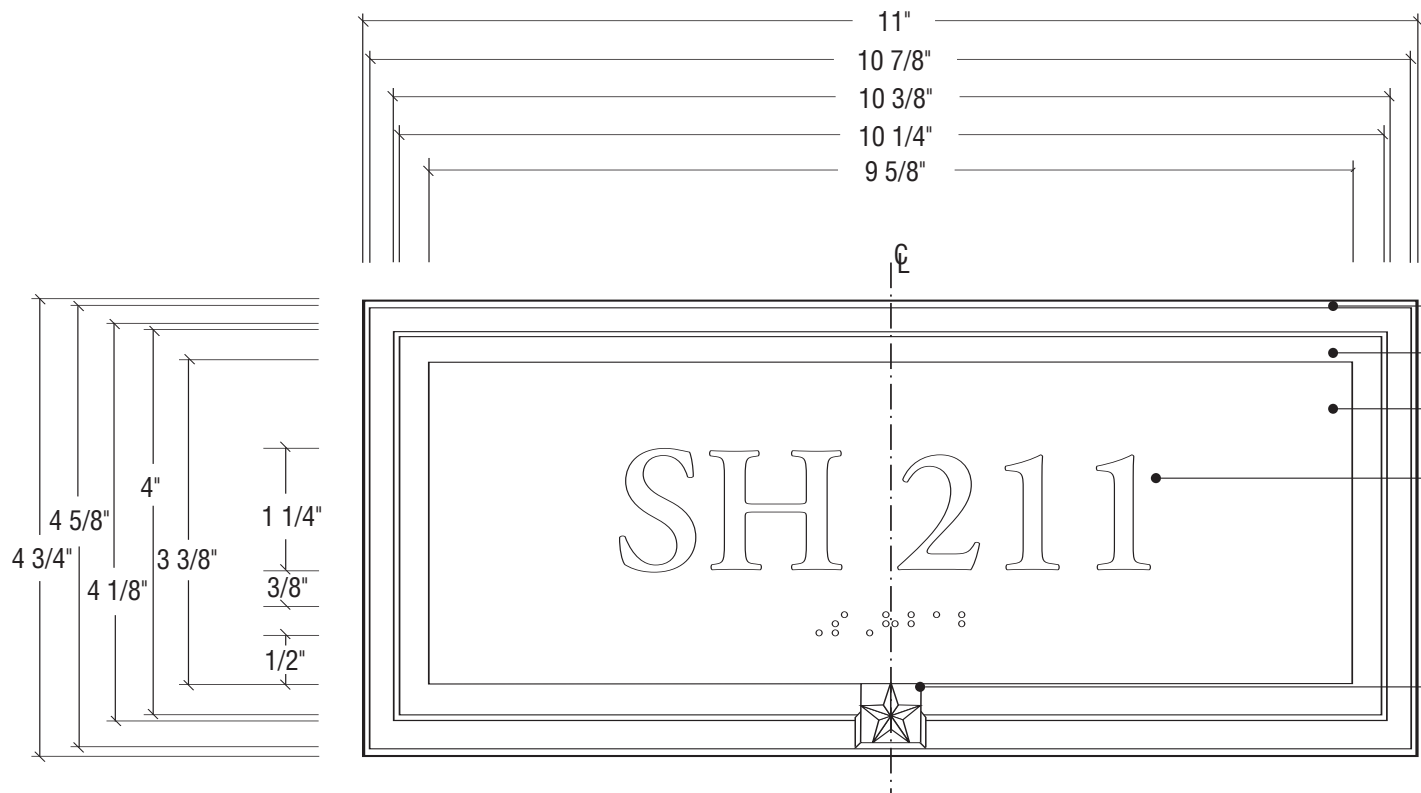
SIGNATURE

BUILDING NAME
HART SENATE OFFICE BUILDING
PROJECT TITLE
CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE
DRAWING TITLE
A - Level Identification

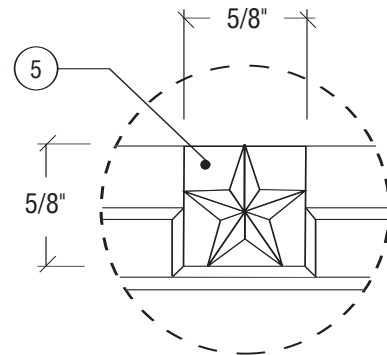
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	SH/MB	
PROJ. NO.	IFB NO.	
24512.02		
CAD FILE NO.		
DRAWING NO.		

D.1.0

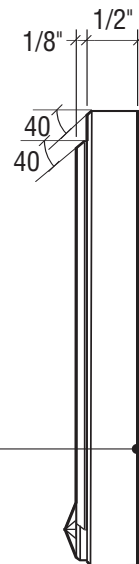
SHEET	DATE
	06/14/06



1 FRONT ELEVATION
SCALE: 1/2" = 1"



3 DETAIL
SCALE: FULL



2 SIDE ELEVATION
SCALE: 1/2" = 1"

Notes

1. Aluminum with mitered cornered and beveled edges.
 2. Bronze bar stock with mitered cornered and beveled edges.
 3. Exterior grade photo-polymer plate with 1/32 raised text and Grade II Braille.
 4. Adobe Garamond Family, as illustrated. All symbols to match those on Project Symbols sheet.
 5. Cast bronze prismatic star, mechanically fastened to frame with concealed mechanical fasteners to prevent removal.
 6. Sign mounts with double sided 3M VHB tape and silicone. Mount to wall with center of the sign at 5'- 0". Wall substraight varies (plaster, marble/granite, wood, etc.), solutions should be specialized or accommodate all while not unnecessarily &/or permanently damaging the wall surface.
- F1. Clear anodized, satin finish, horizontal grain (parallel to frame component) on all sides.
- F2. Clear powder coat finish, horizontal grain (parallel to frame component) on all sides.
- F3. Photo-polymer painted to match Benjamin Moore Black Bean Soup 2130-10. Eggshell finish.
- F4. Tactile letters tipped white.



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OWNER
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DESIGN INTENT DRAWINGS
FOR SUPERINTENDENT APPROVAL

APPROVAL:

LARRY STOFFELL
SUPERINTENDENT
SENATE OFFICE BUILDINGS

SIGNATURE

BUILDING NAME

HART SENATE OFFICE BUILDING

PROJECT TITLE

CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE

DRAWING TITLE

B.0 - Room Number ID

SCALE	DRAWN BY	CHECKED BY
	SH/MB	

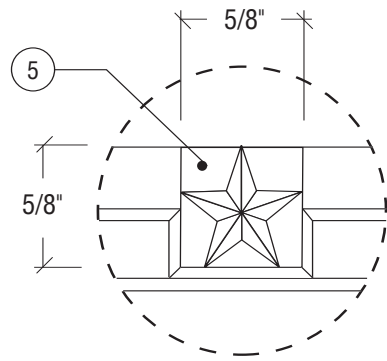
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CAD FILE NO.

DRAWING NO.

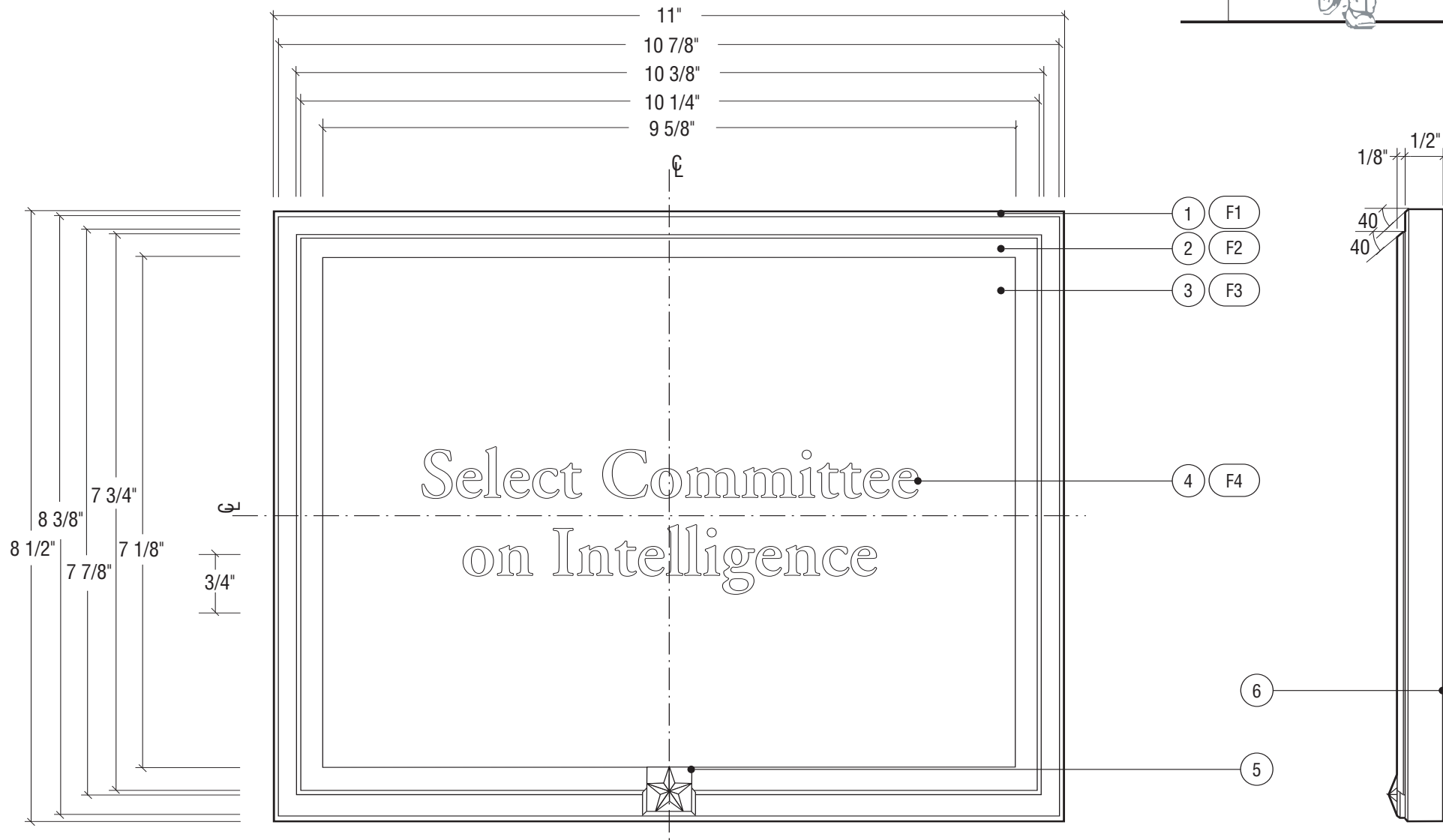
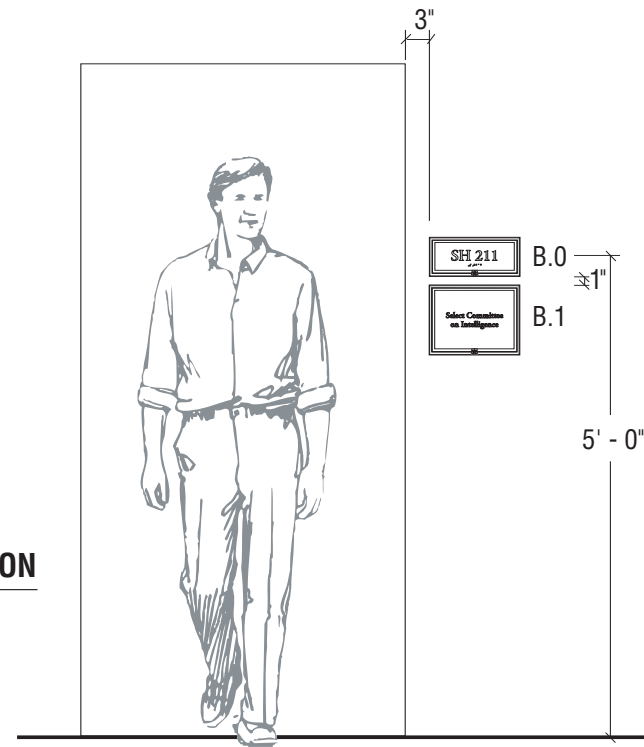
D.2.0

SHEET	DATE
	06/14/06



3 **DETAIL**
SCALE: FULL

4 **MOUNTING ELEVATION**
SCALE: NTS



1 **FRONT ELEVATION**
SCALE: 1/2" = 1"

2 **SIDE ELEVATION**
SCALE: 1/2" = 1"

Notes

1. Aluminum with mitered cornered and beveled edges.
2. Bronze bar stock with mitered cornered and beveled edges.
3. Exterior grade photo-polymer plate
4. Adobe Garamond Family, as illustrated. All symbols to match those on Project Symbols sheet.

5. Cast bronze prismatic star, mechanically fastened to frame with concealed mechanical fasteners to prevent removal.

6. Sign mounts with double sided 3M VHB tape and silicone. Sign is always mounted in alignment with and directly below type B.0 unless noted otherwise. Wall substraight varies (plaster, marble/granite, wood, etc.), solutions should be specialized or accommodate all while not unnecessarily &/or permanently damaging the wall surface.

F1. Clear anodized, satin finish, horizontal grain (parallel to frame component) on all sides.

F2. Clear powder coat finish, horizontal grain (parallel to frame component) on all sides.

F3. Photo-polymer painted to match Benjamin Moore Black Bean Soup 2130-10. Eggshell finish.

F4. Screened letterforms, color white (not tactile).

NOTE:
FINAL MESSAGE MAY INCLUDE PRIMARY AND SECONDARY COPY OF VARYING CAP HEIGHTS. WHEN POSSIBLE, NO COPY SHOULD BE SMALLER THAN 5/8". FINAL LAYOUTS FOR THIS SIGN TYPE TO BE SUBMITTED FOR REVIEW PRIOR TO FABRICATION.



REVISIONS:		
NO	DESCRIPTION	DATE

OWNER

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DESIGN INTENT DRAWINGS
FOR SUPERINTENDENT APPROVAL

APPROVAL:

LARRY STOFFELL
SUPERINTENDENT
SENATE OFFICE BUILDINGS

SIGNATURE

BUILDING NAME

HART SENATE OFFICE BUILDING

PROJECT TITLE

CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE

DRAWING TITLE

B.1 - Room Description

SCALE	DRAWN BY	CHECKED BY
	SH/MB	

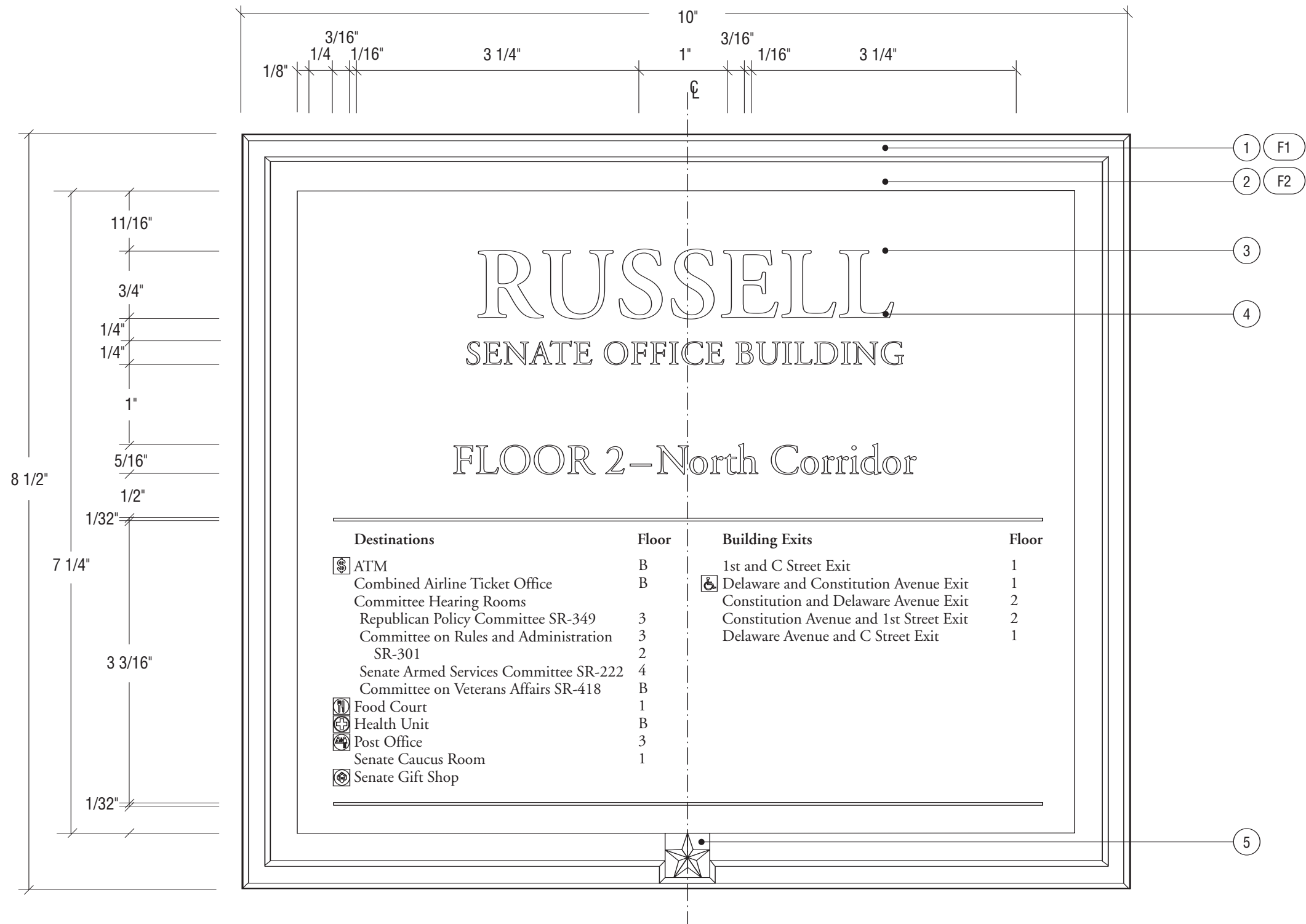
PROJ. NO.	IFB NO.
24512.02	

CAD FILE NO.

DRAWING NO.

D.3.0

SHEET	DATE
	06/14/06



1 FRONT ELEVATION
SCALE: 3/4" = 1"

Notes

1. Aluminum with mitered cornered and beveled edges.
2. Bronze bar stock with mitered cornered and beveled edges.
3. Non-glare acrylic panel
4. Four color process plotted changeable graphic. Adobe Garamond family, as illustrated. All symbols to match those on Project Symbols sheet.

5. Cast bronze prismatic star, mechanically fastened to frame with concealed mechanical fasteners to prevent removal.

6. Note drawing Typical.1 for further dimensions and detail.

7. Note drawing ASSEMBLY.2 for "reference only" to fabrication method.

F1. Clear anodized, satin finish, horizontal grain (parallel to frame component) on all sides.

F2. Clear powder coat finish, horizontal grain (parallel to frame component) on all sides.

NOTE:
LAYOUT ARTWORK FOR THIS SIGN
TYPE TO BE PROVIDED BY GRAPHIC
DESIGNER.



REVISIONS:		
NO	DESCRIPTION	DATE

OWNER
Architect of the Capitol
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DESIGN INTENT DRAWINGS
FOR SUPERINTENDENT APPROVAL

APPROVAL:

LARRY STOFFELL
SUPERINTENDENT
SENATE OFFICE BUILDINGS

SIGNATURE

BUILDING NAME

HART SENATE OFFICE BUILDING

PROJECT TITLE

CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE

DRAWING TITLE

D - Destinations Directory

SCALE DRAWN BY CHECKED BY

SH/MB

PROJ. NO. IFB NO.

24512.02

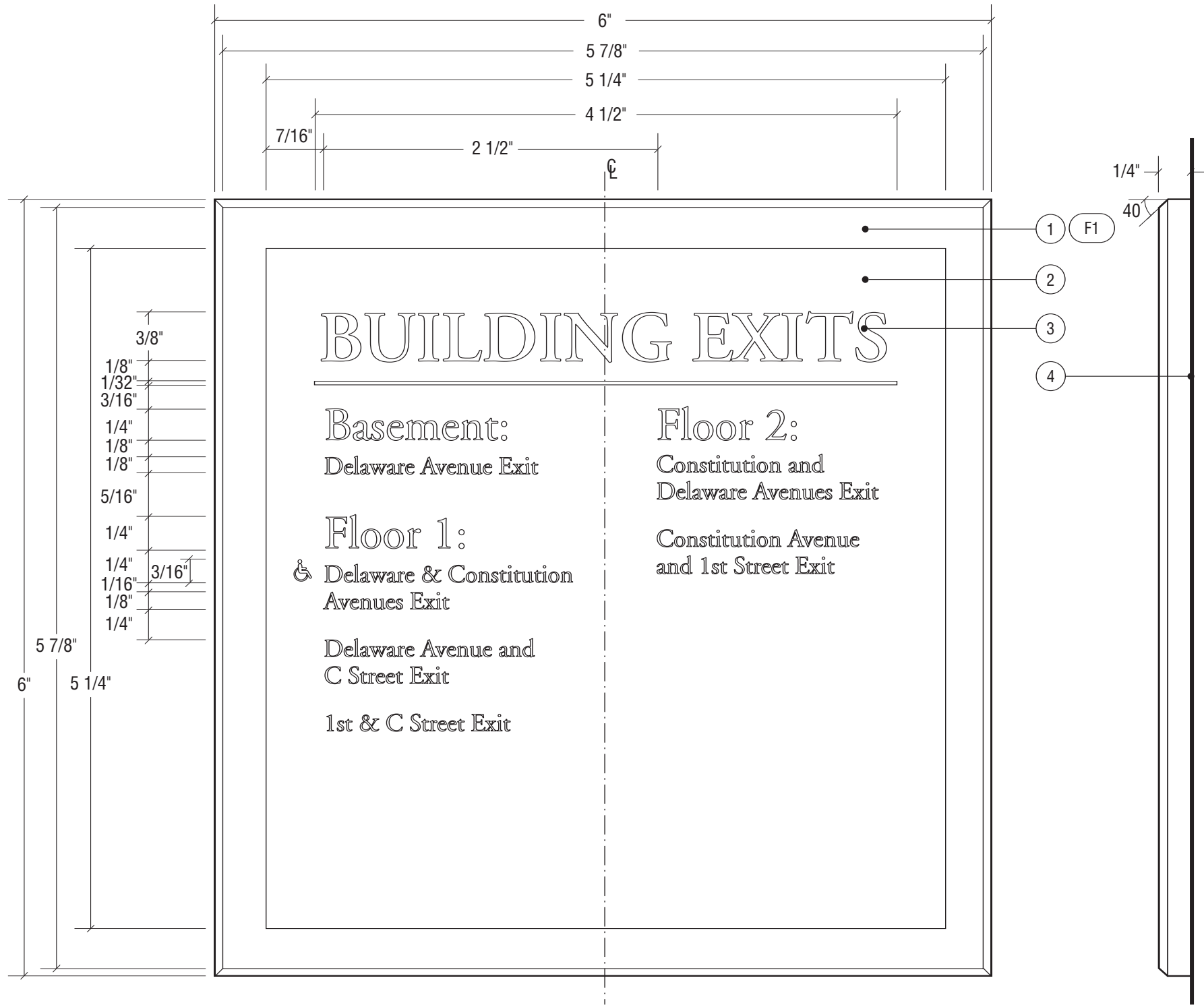
CAD FILE NO.

DRAWING NO.

D.4.0

SHEET DATE

06/14/06



1 FRONT ELEVATION
SCALE: 1" = 1"

2 SIDE ELEVATION
SCALE: 1" = 1"

Notes

1. Bronze plate with beveled edges.
 2. Non-glare acrylic panel
 3. Four color process plotted changeable graphic. Adobe Garamond Family, as illustrated. All symbols to match those on Project Symbols sheet.
 4. Sign mounts with double sided 3M VHB tape to interior panel of elevator. Wall substraight varies (plaster, marble/granite, wood, etc.), solutions should be specialized or accommodate all while not unnecessarily &/or permanently damaging the wall surface.
 5. Note drawing ASSEMBLY.2 for "reference only" to fabrication method.
- F1. Clear powder coat finish, horizontal grain (parallel to frame component) on all sides.

NOTE:
LAYOUT ARTWORK FOR THIS SIGN
TYPE TO BE PROVIDED BY GRAPHIC
DESIGNER.



REVISIONS:		
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Architecture Division Room H2-529
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**ENVIRONMENTAL GRAPHIC
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DESIGN INTENT DRAWINGS
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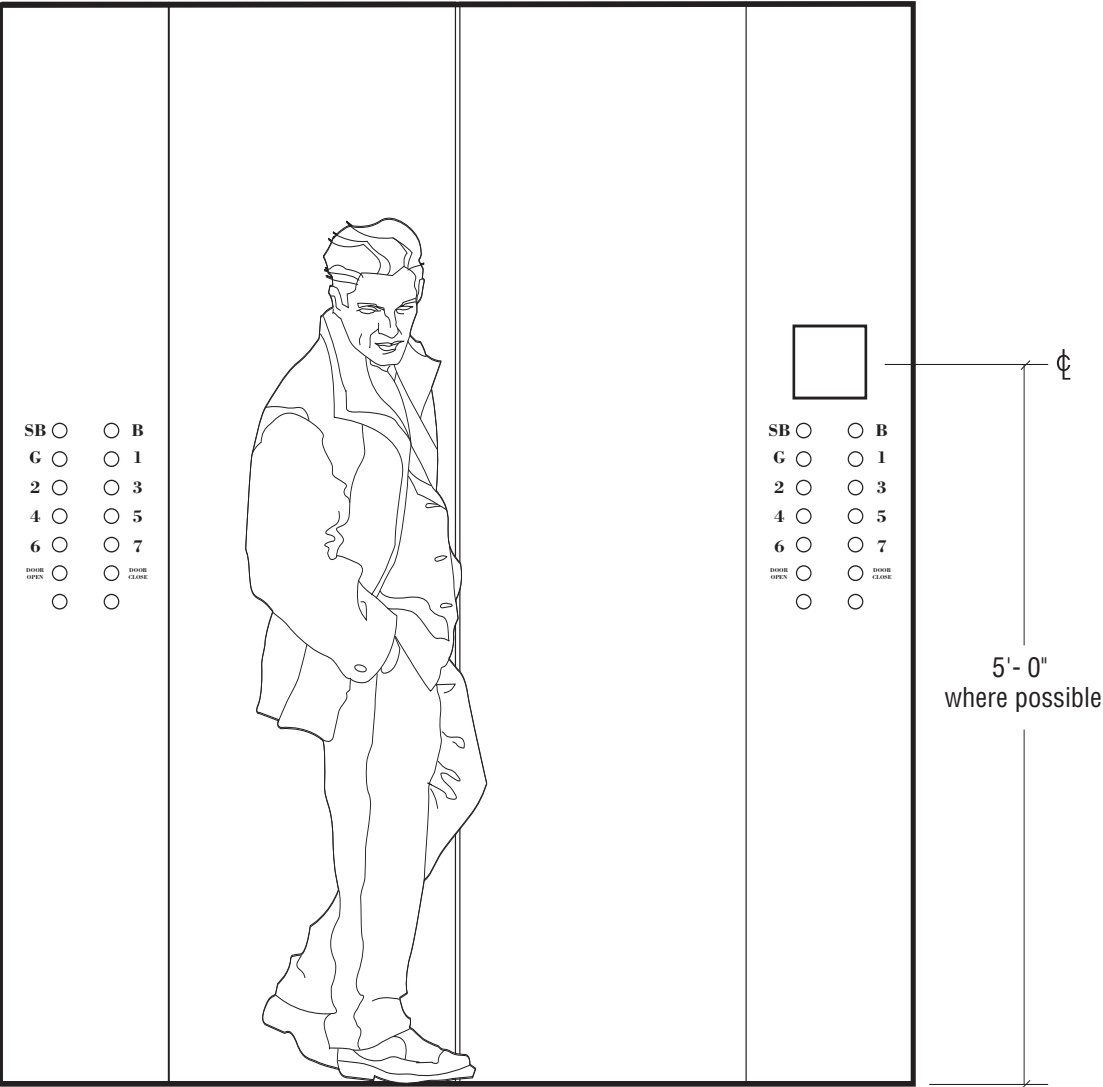
APPROVAL:

LARRY STOFFELL
SUPERINTENDENT
SENATE OFFICE BUILDINGS

SIGNATURE

BUILDING NAME		
HART SENATE OFFICE BUILDING		
PROJECT TITLE		
CAPITOL COMPLEX - WAYFINDING & ADA COMPLIANCE		
DRAWING TITLE		
E - Exit Directory within Elevator		
SCALE	DRAWN BY	CHECKED BY
	SH/MB	
PROJ. NO.	IFB NO.	
24512.02		
CAD FILE NO.		
DRAWING NO.		

D.5.0	
SHEET	DATE
	06/14/06



1 FRONT ELEVATION - ELEVATOR INTERIOR
SCALE: 3/4" = 1"- 0"



REVISIONS:		
NO	DESCRIPTION	DATE

OWNER
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Architecture Division Room H2-529
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DESIGN INTENT DRAWINGS
FOR SUPERINTENDENT APPROVAL

APPROVAL:

LARRY STOFFELL
SUPERINTENDENT
SENATE OFFICE BUILDINGS

SIGNATURE

BUILDING NAME

HART SENATE OFFICE BUILDING

PROJECT TITLE

CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE

DRAWING TITLE

E - Exit Directory within Elevator

SCALE	DRAWN BY	CHECKED BY
	SH/MB	

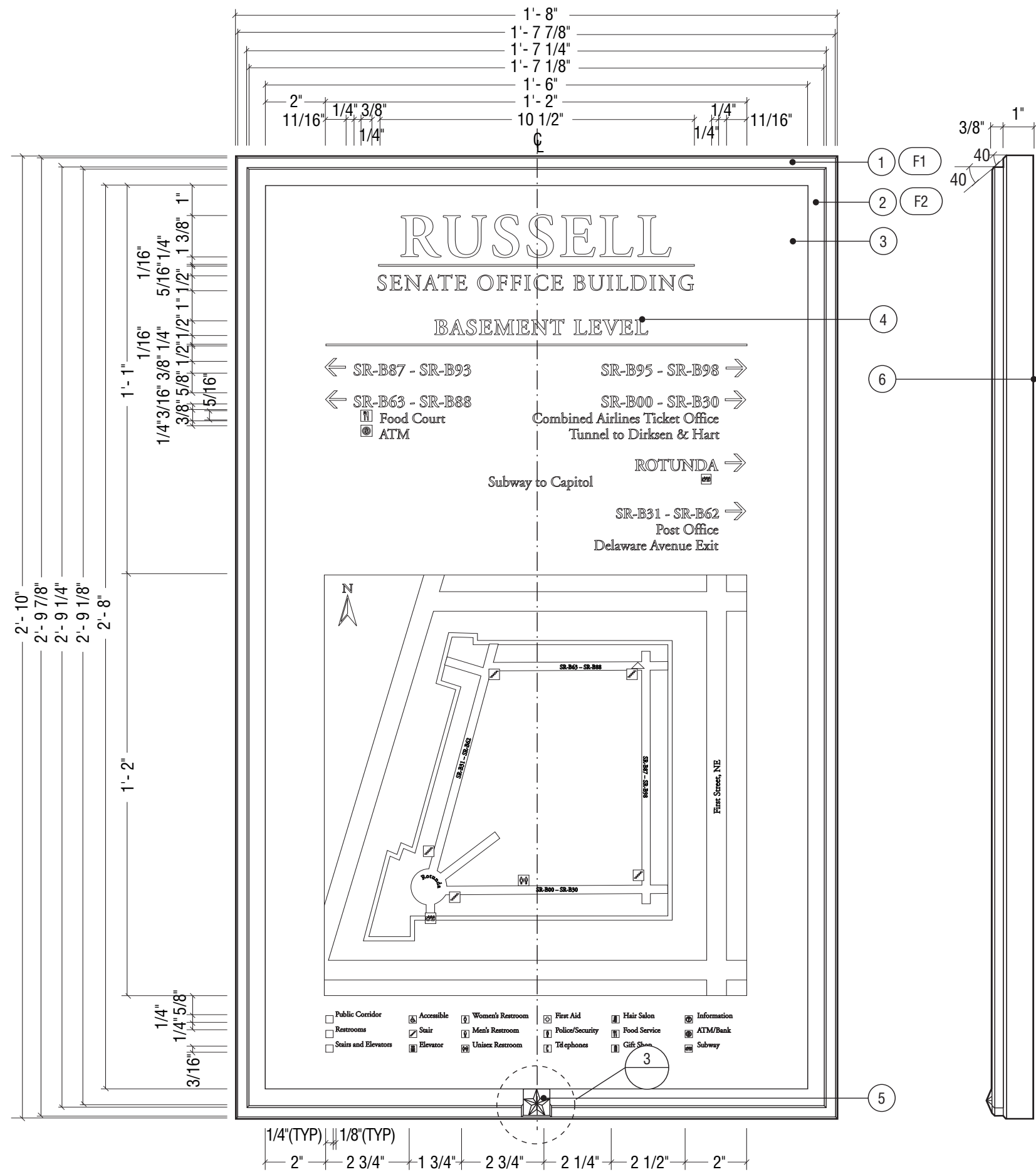
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24512.02	

CAD FILE NO.

DRAWING NO.

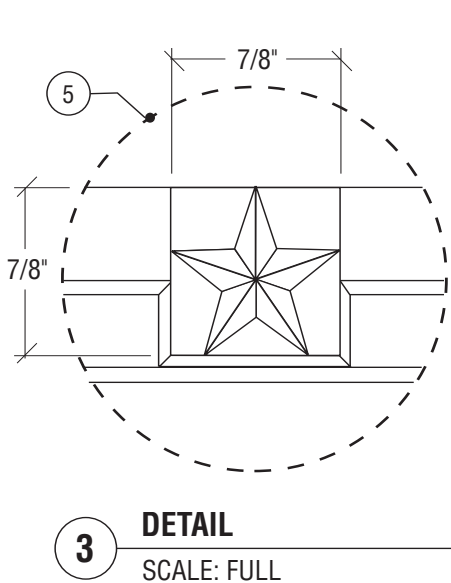
D.5.1

SHEET	DATE
	06/14/06



1 FRONT ELEVATION
SCALE: 1/4" = 1"

2 SECTION
SCALE: 1/4" = 1"



Notes

- Pan formed .080 aluminum
 - 3/8" thick bronze bar stock with mitered cornered and beveled edges.
 - Non-glare acrylic panel
 - Four color process plotted changeable vinyl graphic. Adobe Garamond Regular and Semi-bold, as illustrated. Arrows to match standard project arrow (Arrow Dynamic Medium). All other symbols to match those on Project Symbols sheet.
 - Cast bronze prismatic star, mechanically fastened to brass block with concealed mechanical fasteners to prevent removal.
 - Directory mounts to wall with concealed z-clips. Back bracket to be set in bed of silicone on wall-mounted bracket to prevent movement.
 - Mount to wall with center of the sign at 5'-0". Wall substraight varies (plaster, marble/granite, wood, etc.), solutions should be specialized or accommodate all while not unnecessarily &/or permanently damaging the wall surface.
 - Note drawing ASSEMBLY.1 for "reference only" to fabrication method.
- F1. Clear anodized, satin finish, horizontal grain (parallel to frame component) on all sides.
- F2. Clear powder coat finish, horizontal grain (parallel to frame component) on all sides.

NOTE:
LAYOUT ARTWORK FOR THIS SIGN TYPE TO BE PROVIDED BY GRAPHIC DESIGNER.



REVISIONS:		
NO	DESCRIPTION	DATE

OWNER
Architect of the Capitol
Architecture Division Room H2-529
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TEL: 202-226-1820 FAX: 202-226-1981

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915 Duke Street
Alexandria, VA 22202
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DESIGN INTENT DRAWINGS
FOR SUPERINTENDENT APPROVAL

APPROVAL:

LARRY STOFFELL
SUPERINTENDENT
SENATE OFFICE BUILDINGS

SIGNATURE

BUILDING NAME
HART SENATE OFFICE BUILDING

PROJECT TITLE
CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE

DRAWING TITLE
F - Floor Directory/Directional

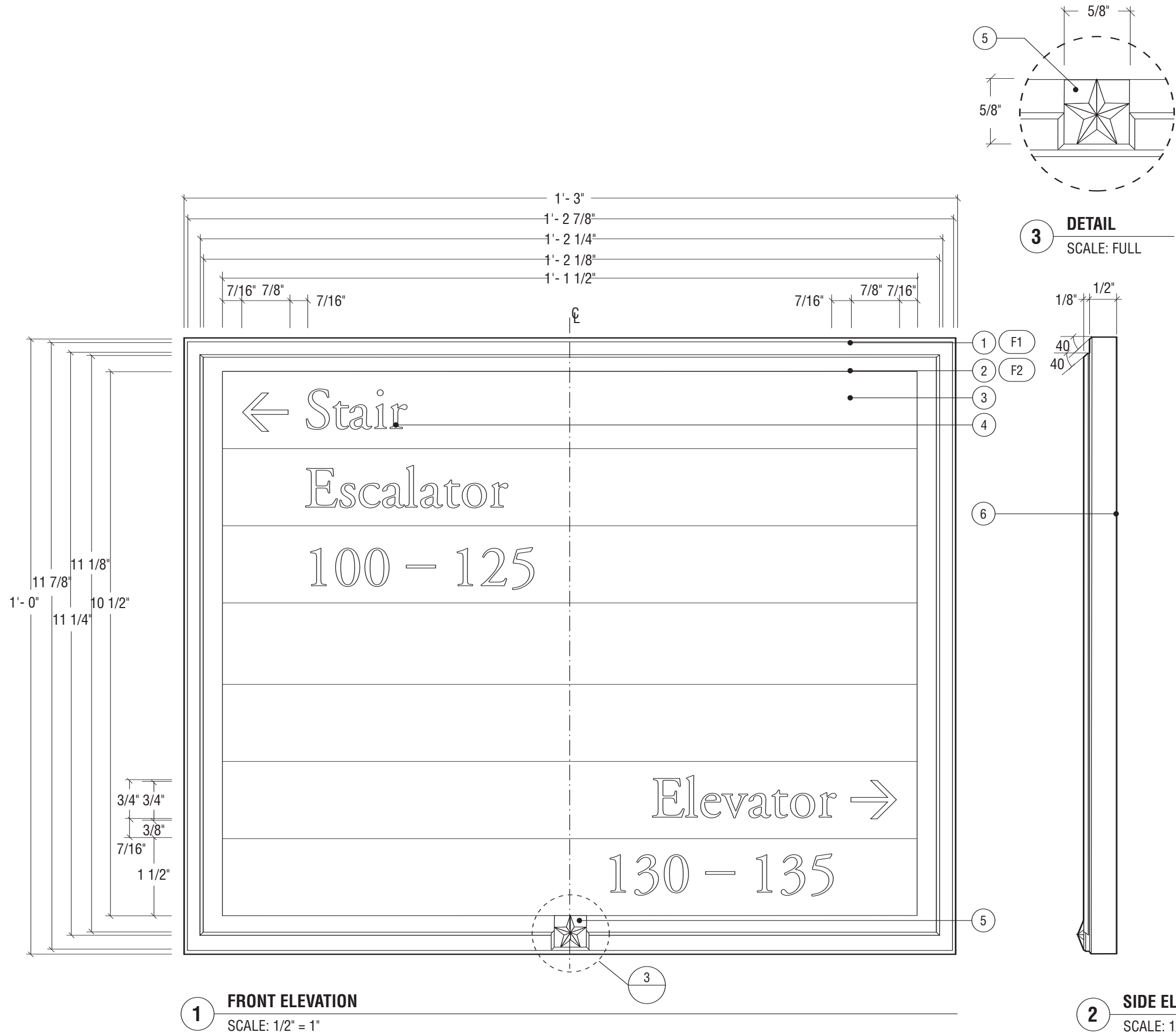
SCALE	DRAWN BY	CHECKED BY
	SH/MB	

PROJ. NO.	IFB NO.
24512.02	

CAD FILE NO.	
DRAWING NO.	

D.6.0

SHEET	DATE
	06/14/06



- Notes**
1. Aluminum with mitered cornered and beveled edges.
 2. Bronze bar stock with mitered cornered and beveled edges.
 3. Non-glare acrylic panel
 4. Four color process plotted changeable vinyl graphic reverse applied to second surface of acrylic panel. Adobe Garamond Regular and Semi-bold, as illustrated. All symbols to match those on Project Symbols sheet.
 5. Cast bronze prismatic star, mechanically fastened to frame with concealed mechanical fasteners to prevent removal.
 6. Sign mounts with double sided 3M VHB tape and silicone. Wall substraight varies (plaster, marble/granite, wood, etc.), solutions should be specialized or accommodate all while not unnecessarily &/or permanently damaging the wall surface.
 7. Mount to wall with center of the sign at 5'-0".
 8. Note drawing ASSEMBLY.2 for "reference only" to fabrication method.
- F1. Clear anodized, satin finish, horizontal grain (parallel to frame component) on all sides.
- F2. Clear powder coat finish, horizontal grain (parallel to frame component) on all sides.
- NOTE:**
LAYOUT ARTWORK FOR THIS SIGN TYPE TO BE PROVIDED BY GRAPHIC DESIGNER.



REVISIONS:		
NO	DESCRIPTION	DATE
<div>OWNER</div> <div>Architect of the Capitol Architecture Division Room H2-529 Ford House Office Bldg. 2nd. and D Streets S.W. Washington, D.C. 20024 TEL: 202-226-1820 FAX: 202-226-1981</div>		
<div>ENVIRONMENTAL GRAPHIC DESIGNER</div> <div>The Douglas Group 915 Duke Street Alexandria, VA 22202 TEL: 703-549-8050 FAX: 703-549-8053</div>		
<div>DESIGN INTENT DRAWINGS FOR SUPERINTENDENT APPROVAL</div>		
<div>APPROVAL:</div> <div>LARRY STOFFELL SUPERINTENDENT SENATE OFFICE BUILDINGS</div> <div>SIGNATURE</div>		
<div>BUILDING NAME</div> <div>HART SENATE OFFICE BUILDING</div>		
<div>PROJECT TITLE</div> <div>CAPITOL COMPLEX - WAYFINDING & ADA COMPLIANCE</div>		
<div>DRAWING TITLE</div> <div>G - Secondary Directional</div>		
SCALE	DRAWN BY	CHECKED BY
	SH/MB	
PROJ. NO.	IFB NO.	
24512.02		
CAD FILE NO.		
DRAWING NO.		
D.7.0		
SHEET	DATE	
	06/14/06	



1 FRONT ELEVATION
SCALE: 1/2" = 1"

2 SIDE ELEVATION
SCALE: 1/2" = 1"

3 DETAIL
SCALE: FULL

Notes

1. Aluminum with mitered cornered and beveled edges.
2. Bronze bar stock with mitered cornered and beveled edges.
3. Exterior grade photo-polymer plate with 1/32" raised text and Grade II Braille.
4. Adobe Garamond Family and ISA symbol as illustrated. All symbols to match those on Project Symbols sheet.
5. Cast bronze prismatic star, mechanically fastened to frame with concealed mechanical fasteners to prevent removal.

6. Sign mounts with double sided 3M VHB tape to interior panel of elevator. Mount to wall with center of the sign at 5'-0". Wall substraight varies (plaster, marble/granite, wood, etc.), solutions should be specialized or accommodate all while not unnecessarily &/or permanently damaging the wall surface.

F1. Clear anodized, satin finish, horizontal grain (parallel to frame component) on all sides.

F2. Clear powder coat finish, horizontal grain (parallel to frame component) on all sides.

F3. Photo-polymer painted blue to match Matthews MP07327. Eggshell finish.

F4. Tactile letters and symbol tipped white.

NOTE:
THIS SIGN MAY BE USED IN SITUATIONS WHERE NO TACTILE AND BRAILLE INFORMATION IS REQUIRED. IF BRAILLE IS NOT INDICATED IN MESSAGE SCHEDULE, ANY APPLICABLE COPY TO BE SCREENED WHITE WITH NO TACTILE FEATURES.

FINAL LAYOUTS FOR THIS SIGN TYPE TO BE SUBMITTED FOR REVIEW PRIOR TO FABRICATION.



REVISIONS:		
NO	DESCRIPTION	DATE

OWNER

Architect of the Capitol
Architecture Division Room H2-529
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TEL: 202-226-1820 FAX: 202-226-1981

ENVIRONMENTAL GRAPHIC DESIGNER

The Douglas|Group
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Alexandria, VA 22202
TEL: 703-549-8050 FAX: 703-549-8053

DESIGN INTENT DRAWINGS
FOR SUPERINTENDENT APPROVAL

APPROVAL:

LARRY STOFFELL
SUPERINTENDENT
SENATE OFFICE BUILDINGS

SIGNATURE

BUILDING NAME

HART SENATE OFFICE BUILDING

PROJECT TITLE

CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE

DRAWING TITLE

G.1 - Staging Identification

SCALE DRAWN BY CHECKED BY

SH/MB

PROJ. NO. IFB NO.

24512.02

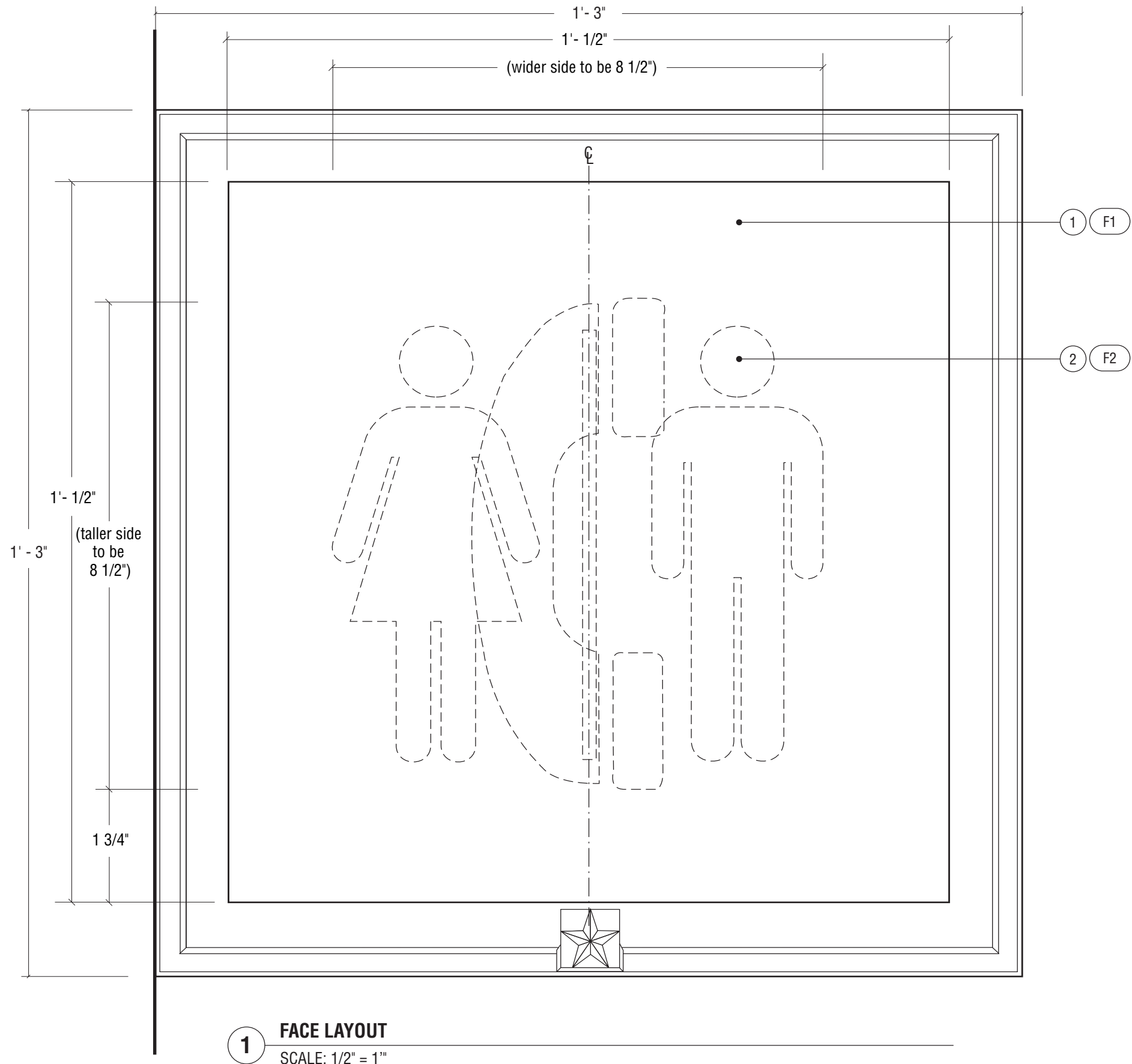
CAD FILE NO.

DRAWING NO.

D.8.0

SHEET DATE

06/14/06



1 FACE LAYOUT
SCALE: 1/2" = 1"

Notes

1. White sintra panel
 2. All symbols to match those on Project Symbols sheet.
 3. Note drawings TYPICAL 3 & TYPICAL 3.1 for further dimensions and detail.
- F1. Screen print to match Benjamin Moore Black Bean Soup 2130-10. Satin finish.
- F2. Symbols to be dropped out, exposing white sintra.



REVISIONS:		
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DESIGNER**

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DESIGN INTENT DRAWINGS
FOR SUPERINTENDENT APPROVAL

APPROVAL:

LARRY STOFFELL
SUPERINTENDENT
SENATE OFFICE BUILDINGS
SIGNATURE

BUILDING NAME

HART SENATE OFFICE BUILDING

PROJECT TITLE

CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE

DRAWING TITLE

H - Identification Blade Graphic

SCALE	DRAWN BY	CHECKED BY
	SH/MB	

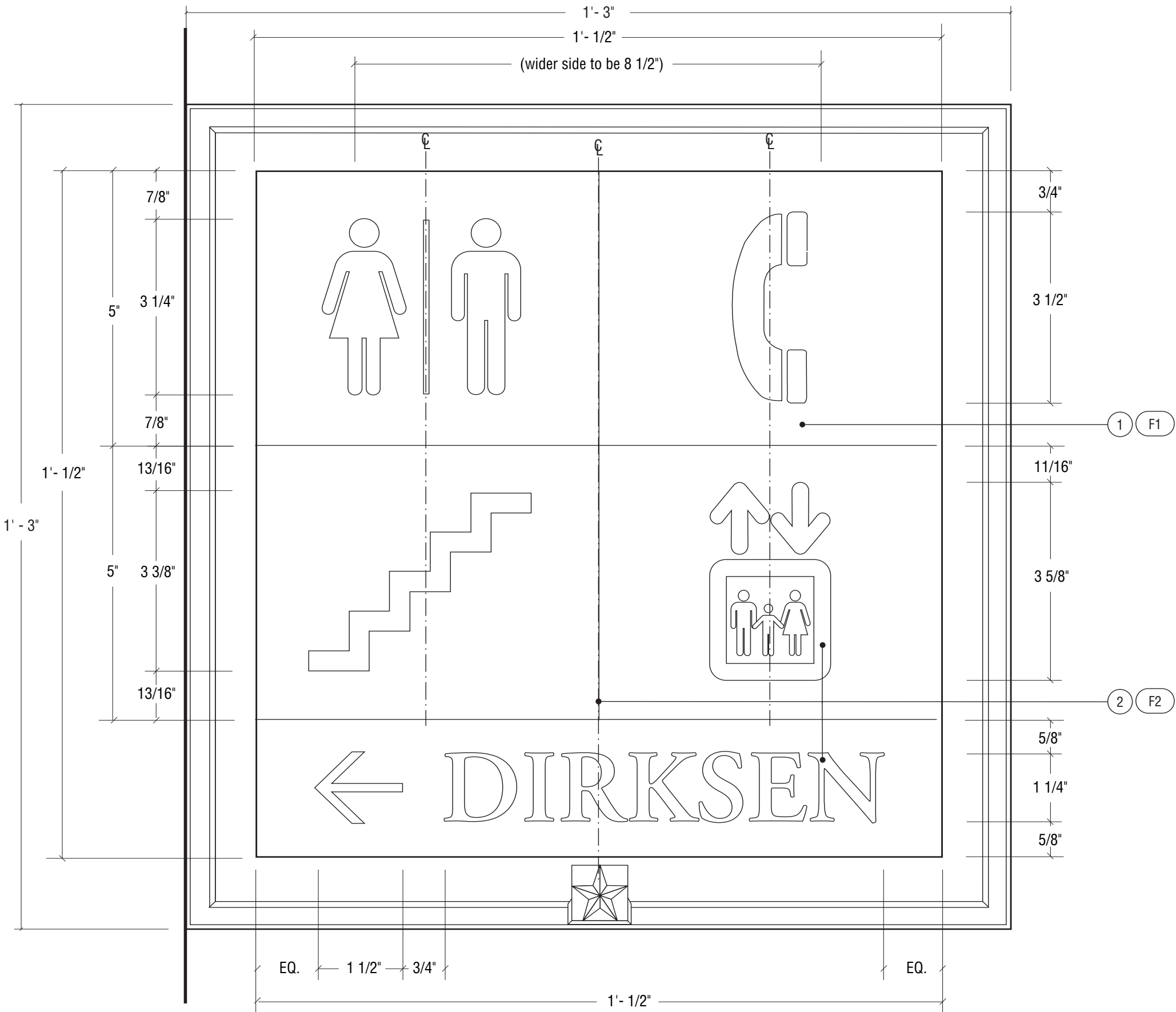
PROJ. NO.	IFB NO.
24512.02	

CAD FILE NO.

DRAWING NO.

D.9.0

SHEET	DATE
	06/14/06



Notes

1. White sintra panel
2. Adobe Garamond Family, as illustrated. All symbols to match those on Project Symbols sheet.
3. Note drawings TYPICAL 3 & TYPICAL 3.1 for further dimensions and detail.

F1. Screen print to match Benjamin Moore Black Bean Soup 2130-10. Satin finish.

F2. Symbols to be dropped out, exposing white sintra.



REVISIONS:		
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DESIGN INTENT DRAWINGS
FOR SUPERINTENDENT APPROVAL

APPROVAL:

LARRY STOFFELL
SUPERINTENDENT
SENATE OFFICE BUILDINGS

SIGNATURE

BUILDING NAME

HART SENATE OFFICE BUILDING

PROJECT TITLE

CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE

DRAWING TITLE

H.1 - Ident. & Direct. Blade Graphic

SCALE DRAWN BY CHECKED BY
SH/MB

PROJ. NO. IFB NO.
24512.02

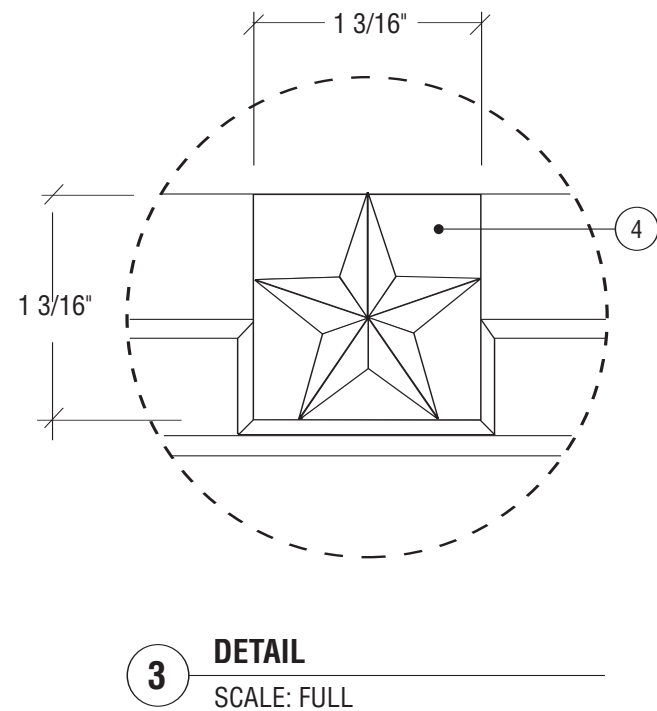
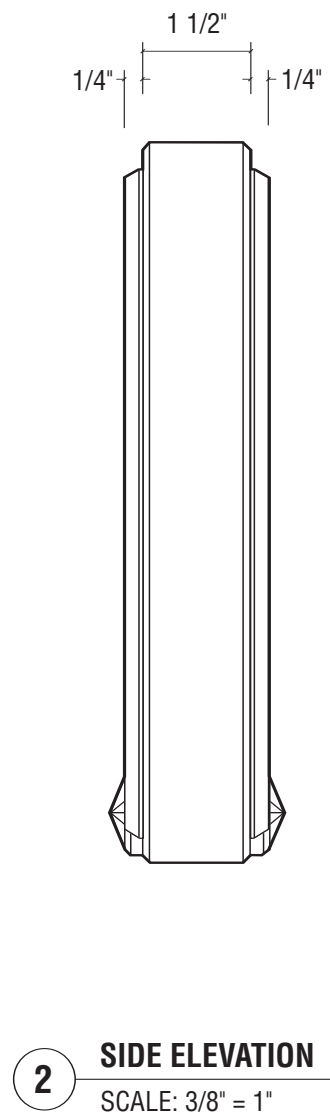
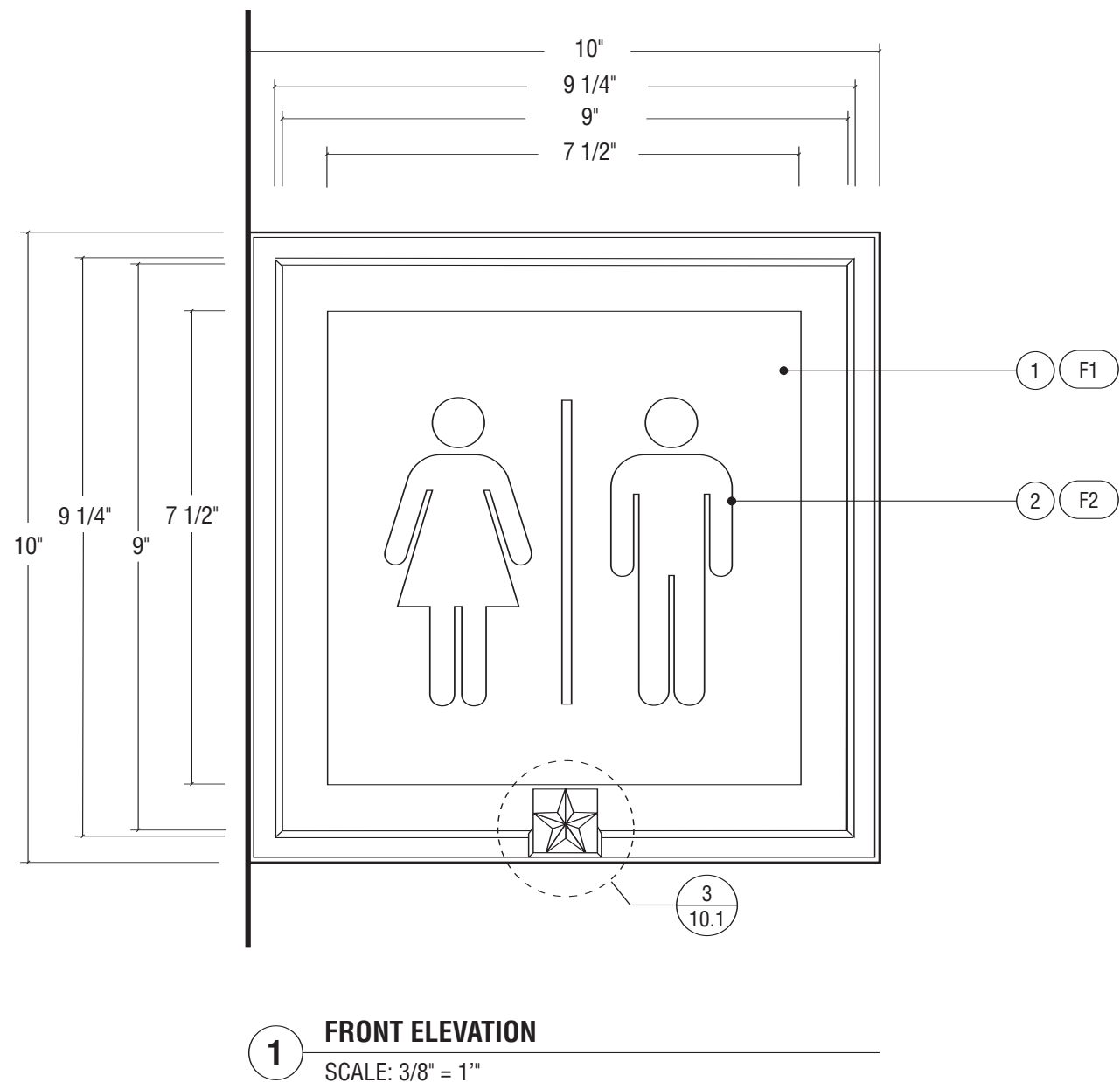
CAD FILE NO.

DRAWING NO.

D.10.0

SHEET DATE

06/14/06



Notes

1. White sintra panell
 2. All symbols to match those on Project Symbols sheet.
 3. Note drawings TYPICAL 3 & TYPICAL 3.1 for similar construction details. (Dimensions as indicated on this page)
- F1. Screen print to match Benjamin Moore Black Bean Soup 2130-10. Satin finish.
- F2. Symbols to be dropped out, exposing white sintra.



REVISIONS:		
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DESIGN INTENT DRAWINGS FOR SUPERINTENDENT APPROVAL

APPROVAL:

LARRY STOFFELL
SUPERINTENDENT
SENATE OFFICE BUILDINGS

SIGNATURE

BUILDING NAME

HART SENATE OFFICE BUILDING

PROJECT TITLE

CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE

DRAWING TITLE

H.2 - Blade Graphic - Small

SCALE	DRAWN BY	CHECKED BY
	SH/MB	

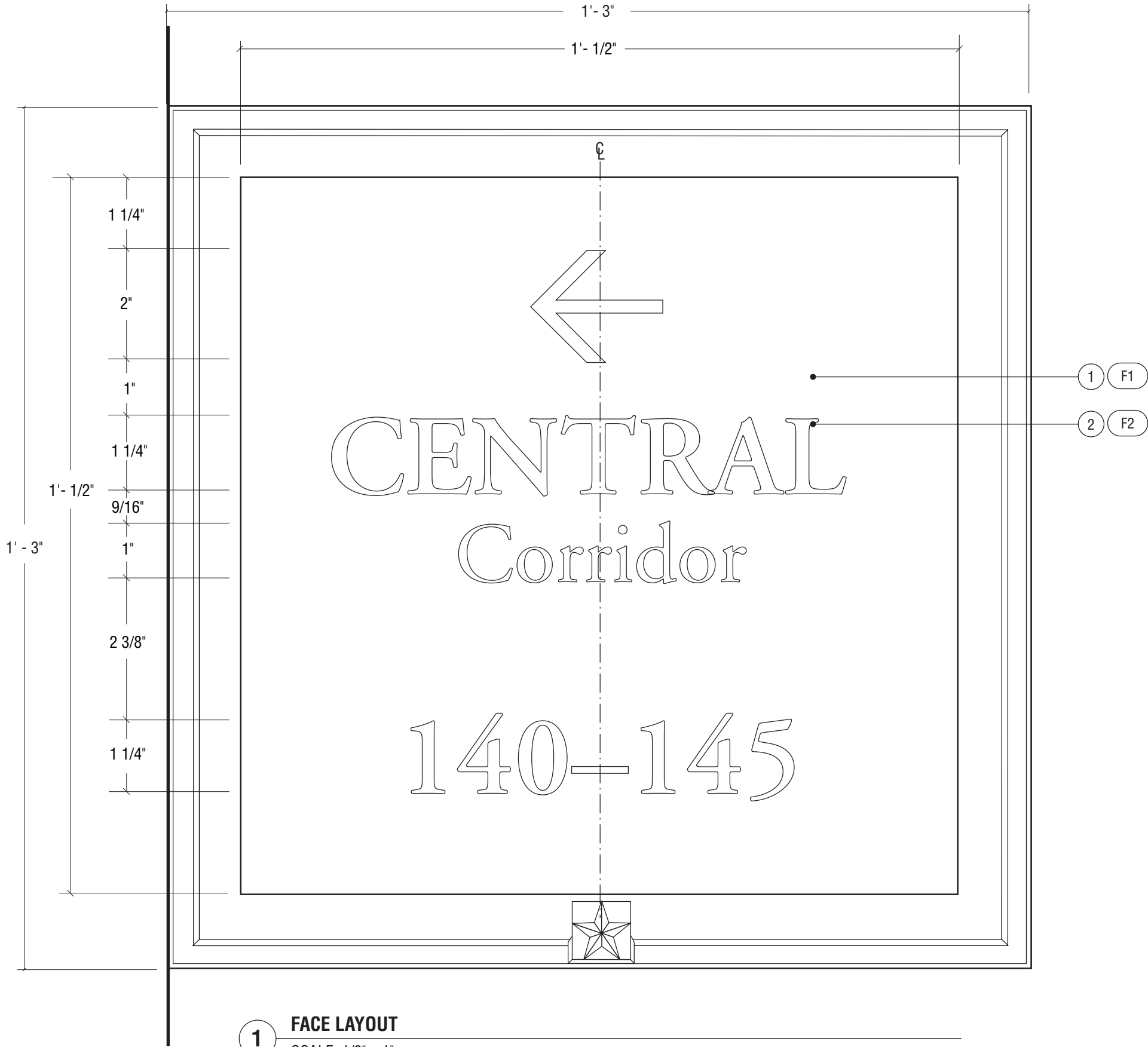
PROJ. NO.	IFB NO.
24512.02	

CAD FILE NO.

DRAWING NO.

D.10.1

SHEET	DATE
	06/14/06



Notes

1. White sintra panel
2. Adobe Garamond Family, as illustrated. All symbols to match those on Project Symbols sheet.
3. Note drawings TYPICAL 3 & TYPICAL 3.1 for further dimensions and detail.
- F1. Screen print to match Benjamin Moore Black Bean Soup 2130-10. Satin finish.
- F2. Symbols to be dropped out, exposing white sintra.



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DESIGN INTENT DRAWINGS
FOR SUPERINTENDENT APPROVAL

APPROVAL:

LARRY STOFFELL
SUPERINTENDENT
SENATE OFFICE BUILDINGS

SIGNATURE

BUILDING NAME
HART SENATE OFFICE BUILDING

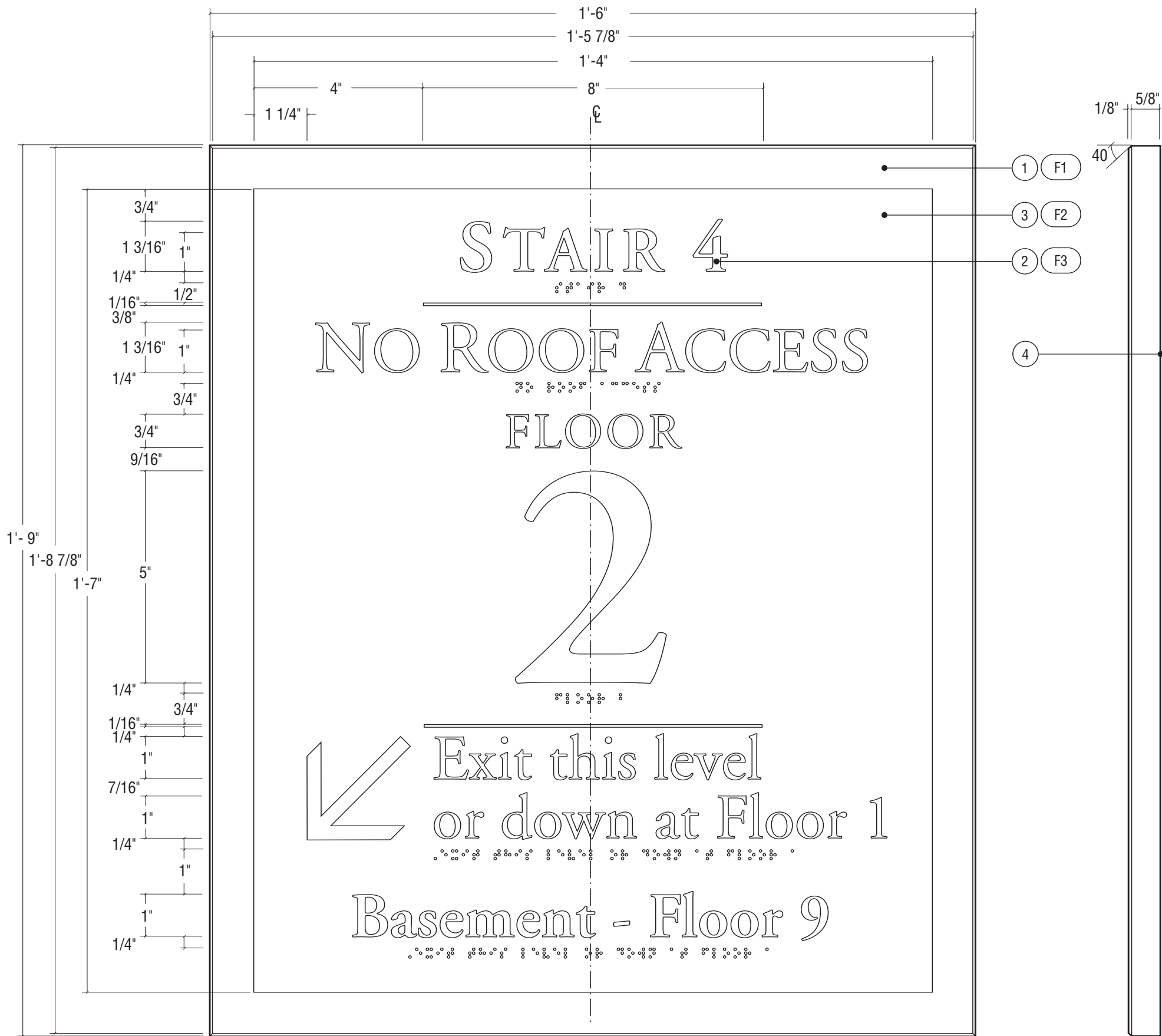
PROJECT TITLE
**CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE**

DRAWING TITLE
I - Directional Blade Graphic

SCALE	DRAWN BY	CHECKED BY
	SH/MB	
PROJ. NO.	IFB NO.	
24512.02		
CAD FILE NO.		
DRAWING NO.		

D.11.0

SHEET	DATE
	06/14/06



Notes

1. Bronze plate with beveled edges.
 2. Adobe Garamond Family, as illustrated. All symbols to match those on Project Symbols sheet.
 3. Exterior grade photo-polymer plate with 1/32 raised text and Grade II Braille.
 4. Sign mounts with double sided 3M VHB tape to interior panel of elevator. Mount to wall with center of the sign at 5'- 0". Wall substraight varies (plaster, marble/granite, wood, etc.), solutions should be specialized or accommodate all while not unnecessarily &/or permanently damaging the wall surface.
- F1. Clear powder coat finish, horizontal grain (parallel to frame component) on all sides.
- F2. Prime and paint white. Mask raised letters and symbols. Paint background and braille with polyurethane acrylic paint satin finish to match Benjamin Moore Black Bean Soup 2130-10.
- F3. White



REVISIONS:		
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DESIGN INTENT DRAWINGS
FOR SUPERINTENDENT APPROVAL

APPROVAL:

LARRY STOFFELL
SUPERINTENDENT
SENATE OFFICE BUILDINGS

SIGNATURE

BUILDING NAME

HART SENATE OFFICE BUILDING

PROJECT TITLE

CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE

DRAWING TITLE

K - Stair Level Identification

SCALE	DRAWN BY	CHECKED BY
	SH/MB	

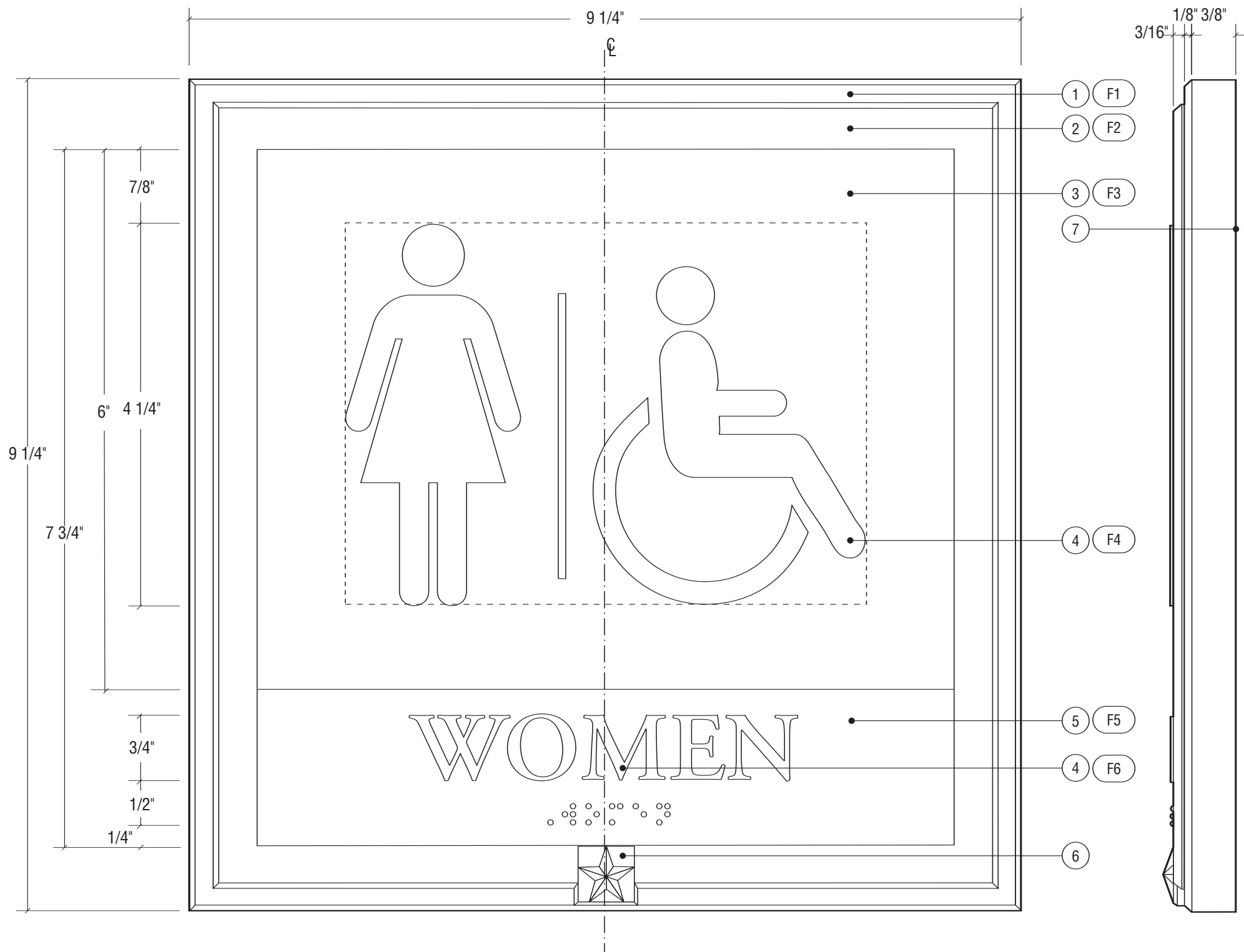
PROJ. NO.	IFB NO.
24512.02	

CAD FILE NO.

DRAWING NO.

D.12.0

SHEET	DATE
	06/14/06



1 FRONT ELEVATION
SCALE: 3/4" = 1"

2 SIDE ELEVATION
SCALE: 3/4" = 1"

Notes

1. Aluminum with mitered cornered and beveled edges.
 2. Bronze bar stock with mitered cornered and beveled edges.
 3. White sintra panel
 4. Adobe Garamond Family, as illustrated. All symbols to match those on Project Symbols sheet.
 5. Exterior grade photo-polymer plate with 1/32 raised text and Grade II Braille. Adobe Garamond Semi-bold, as illustrated.
 6. Cast bronze prismatic star, mechanically fastened to frame with concealed mechanical fasteners to prevent removal.
 7. Sign mounts with double sided 3M VHB tape and silicone. Wall substraight varies (plaster, marble/granite, wood, etc.), solutions should be specialized or accommodate all while not unnecessarily &/or permanently damaging the wall surface.
 8. Note drawing TYPICAL 4 for further dimensions and detail.
- F1. Clear anodized, satin finish, horizontal grain (parallel to frame component) on all sides.
- F2. Clear powder coat finish, horizontal grain (parallel to frame component) on all sides.
- F3. Screen print to match Benjamin Moore Black Bean Soup 2130-10. Satin finish.
- F4. Symbols to be dropped out, exposing white sintra.
- F5. Prime and paint white. Mask raised letters and symbols. Paint background and braille with polyurethane acrylic paint satin finish to match Benjamin Moore Black Bean Soup 2130-10.
- F6. White



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DESIGN INTENT DRAWINGS FOR SUPERINTENDENT APPROVAL

APPROVAL:

LARRY STOFFELL
SUPERINTENDENT
SENATE OFFICE BUILDINGS

SIGNATURE

BUILDING NAME
HART SENATE OFFICE BUILDING

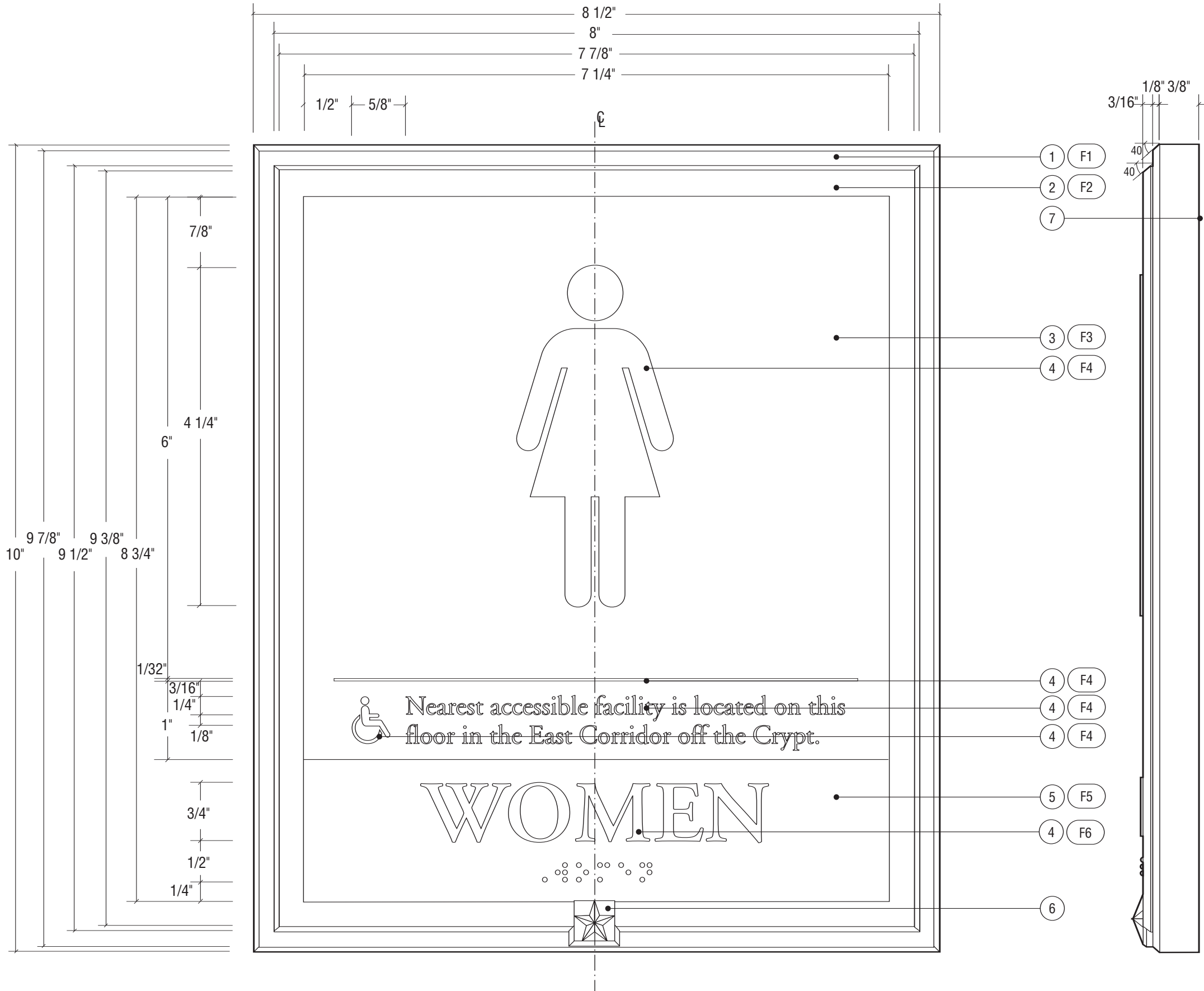
PROJECT TITLE
**CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE**

DRAWING TITLE
L - Restroom Plaque

SCALE	DRAWN BY	CHECKED BY
	SH/MB	
PROJ. NO.	IFB NO.	
24512.02		
CAD FILE NO.		
DRAWING NO.		

D.13.0

SHEET	DATE
	06/14/06



1

FRONT ELEVATION
SCALE: 3/4" = 1"

2

SIDE ELEVATION
SCALE: 3/4" = 1"

- Notes**
1. Aluminum with mitered cornered and beveled edges.
 2. Bronze bar stock with mitered cornered and beveled edges.
 3. White sintra panel
 4. Adobe Garamond Regular, as illustrated. Symbols to match those on Project Symbols sheet.
 5. Exterior grade photo-polymer plate with 1/32 raised text and Grade II Braille. Adobe Garamond Semi-bold, as illustrated.
 6. Cast bronze prismatic star, mechanically fastened to frame with concealed mechanical fasteners to prevent removal.
 7. Sign mounts with double sided 3M VHB tape and silicone. Wall substraight varies (plaster, marble/granite, wood, etc.), solutions should be specialized or accommodate all while not unnecessarily &/or permanently damaging the wall surface.
- F1. Clear anodized, satin finish, horizontal grain (parallel to frame component) on all sides.
- F2. Clear powder coat finish, horizontal grain (parallel to frame component) on all sides.
- F3. Screen print to match Benjamin Moore Black Bean Soup 2130-10. Satin finish.
- F4. Symbols to be dropped out, exposing white sintra.
- F5. Prime and paint white. Mask raised letters and symbols. Paint background and braille with polyurethane acrylic paint satin finish to match Benjamin Moore Black Bean Soup 2130-10.
- F6. White

NOTE:
THIS SIGN TYPE NOT USED
IN THE HART BUILDING



REVISIONS:		
NO	DESCRIPTION	DATE

OWNER
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Washington, D.C. 20024
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Alexandria, VA 22202
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DESIGN INTENT DRAWINGS
FOR SUPERINTENDENT APPROVAL

APPROVAL:

LARRY STOFFELL
SUPERINTENDENT
SENATE OFFICE BUILDINGS

SIGNATURE

BUILDING NAME
HART SENATE OFFICE BUILDING

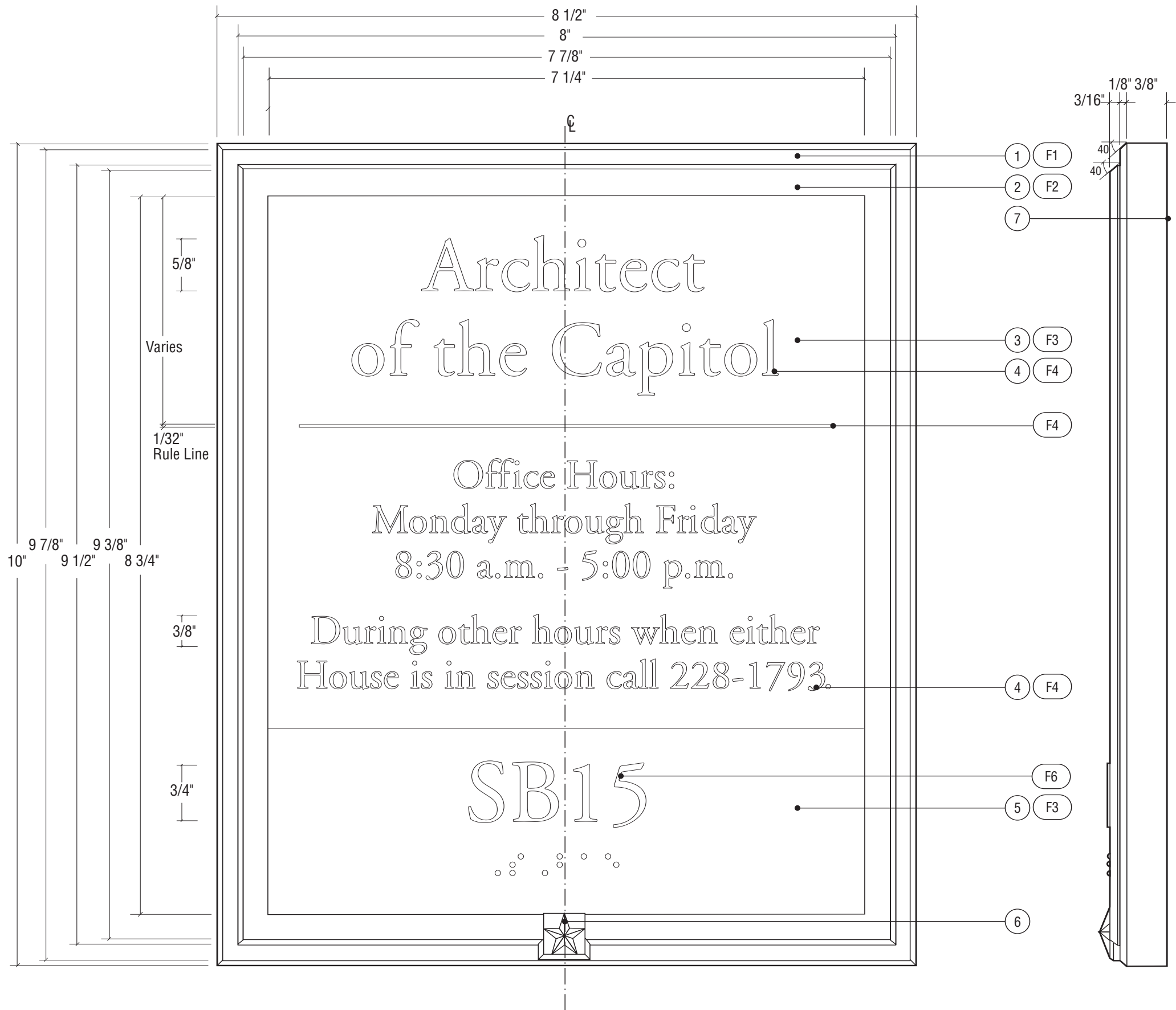
PROJECT TITLE
CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE

DRAWING TITLE
M - Accessible Restroom Directional

SCALE	DRAWN BY	CHECKED BY
	SH/MB	
PROJ. NO.	IFB NO.	
24512.02		
CAD FILE NO.		
DRAWING NO.		

D.14.0

SHEET	DATE
	06/14/06



1 FRONT ELEVATION
SCALE: 3/4" = 1"

2 SIDE ELEVATION
SCALE: 3/4" = 1"

Notes

1. Aluminum with mitered cornered and beveled edges.
2. Bronze bar stock with mitered cornered and beveled edges.
3. White sintra panel
4. Adobe Garamond Regular, as illustrated.
5. Exterior grade photo-polymer plate with 1/32 raised text and Grade II Braille. Adobe Garamond Regular, as illustrated.

6. Cast bronze prismatic star, mechanically fastened to frame with concealed mechanical fasteners to prevent removal.

7. Sign mounts with double sided 3M VHB tape and silicone. Wall substraight varies (plaster, marble/granite, wood, etc.), solutions should be specialized or accommodate all while not unnecessarily &/or permanently damaging the wall surface.

F1. Clear anodized, satin finish, horizontal grain (parallel to frame component) on all sides.

F2. Clear powder coat finish, horizontal grain (parallel to frame component) on all sides.

F3. Paint to match Benjamin Moore Black Bean Soup 2130-10. Eggshell finish.

F4. Screened white

F6. Tipped White

NOTE:
LAYOUT MAY VARY PER APPLICATION OF THIS SIGN TYPE. FINAL LAYOUTS TO BE SUBMITTED FOR REVIEW PRIOR TO FABRICATION.



REVISIONS:		
NO	DESCRIPTION	DATE

OWNER

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DESIGN INTENT DRAWINGS FOR SUPERINTENDENT APPROVAL

APPROVAL:

LARRY STOFFELL
SUPERINTENDENT
SENATE OFFICE BUILDINGS

SIGNATURE

BUILDING NAME

HOUSE OFFICE BUILDINGS

PROJECT TITLE

CAPITOL COMPLEX - WAYFINDING & ADA COMPLIANCE

DRAWING TITLE

M.1 - Room ID - Small

SCALE DRAWN BY CHECKED BY

SH/MB

PROJ. NO. IFB NO.

24512.02

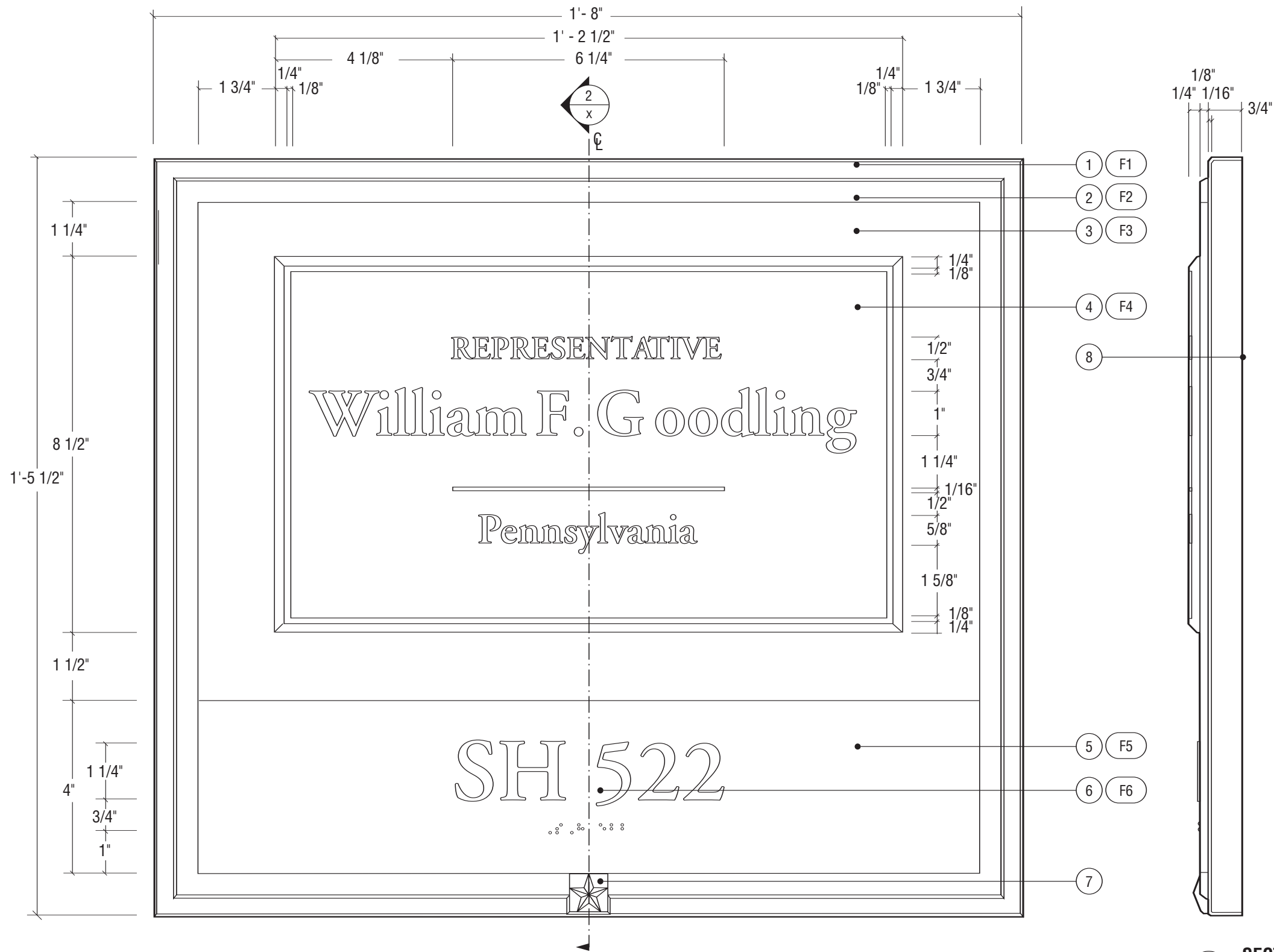
CAD FILE NO.

DRAWING NO.

D.14.1

SHEET DATE

06/14/06



1 FRONT ELEVATION
SCALE: 3/8" = 1"

2 SECTION
SCALE: 3/8" = 1"

Notes

1. Aluminum with mitered cornered and beveled edges.
2. Bronze bar stock with mitered cornered and beveled edges.
3. Metal panel

4. Cast bronze plaque with 1/16" text and rule-line depth. Adobe Garamond Regular and Semibold, as illustrated. Single line border style. Plaque to attach to back metal panel (#3) with concealed fasteners. Plaque needs to be removable/changed-out by AOC staff when offices change (potentially yearly).

Note: K&R Industries will be the supplier for this component. Contact Patrick Hanrahan at (703) 631-4200

5. Etched metal plate with 1/32 raised text and Grade II Braille. Adobe Garamond Semi-bold, as illustrated.

6. Adobe Garamond Family as illustrated.

7. Cast bronze prismatic star, mechanically fastened to frame with concealed mechanical fasteners to prevent removal.

8. Directory mounts to wall with concealed z-clips. Back bracket to be set in bed of silicone on wall-mounted bracket to prevent movement.

9. Note drawing TYPICAL 2 for further dimensions and detail.

F1. Clear anodized, satin finish, horizontal grain (parallel to frame component) on all sides.

F2. Clear powder coat finish, horizontal grain (parallel to frame component) on all sides.

F3. Prime and paint with polyurethane acrylic paint semi-gloss finish. Paint to match Benjamin Moore Black Bean Soup 2130-10.

F4. Text and borders surface to have a horizontal grain (parallel to frame component) on all sides. Leatherette background texture. Gloss diamond shield clear coat. Dark oxide background finish stain.

F5. Prime and paint white. Mask raised letters and symbols. Paint background and braille with polyurethane acrylic paint satin finish to match Benjamin Moore Black Bean Soup 2130-10.

F6. White



REVISIONS:		
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**DESIGN INTENT DRAWINGS
FOR SUPERINTENDENT APPROVAL**

APPROVAL:

LARRY STOFFELL
SUPERINTENDENT
SENATE OFFICE BUILDINGS

SIGNATURE

BUILDING NAME

HART SENATE OFFICE BUILDING

PROJECT TITLE

**CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE**

DRAWING TITLE

O.1 - Member Suite Identification

SCALE DRAWN BY CHECKED BY

SH/MB

PROJ. NO. IFB NO.

24512.02

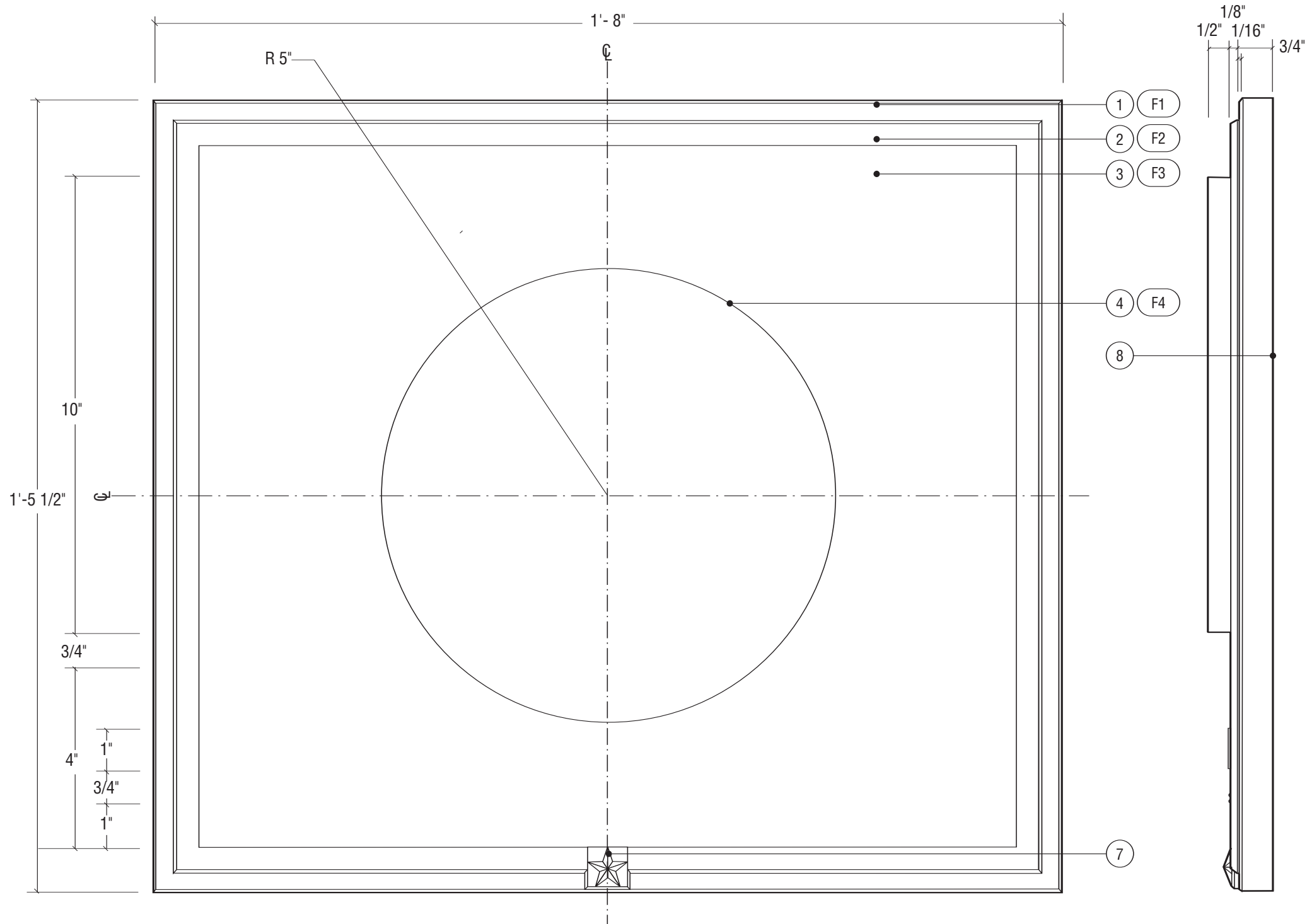
CAD FILE NO.

DRAWING NO.

D.15.0

SHEET DATE

06/14/06



1 FRONT ELEVATION
SCALE: 3/8" = 1"

2 SIDE ELEVATION
SCALE: 3/8" = 1"

Notes

1. Aluminum with mitered cornered and beveled edges.
2. Bronze bar stock with mitered cornered and beveled edges.
3. Metal panel
4. Cast bronze seal with 1/16" graphics in depth. Single line border style. Seal to attach to back metal panel (#3) with concealed fasteners. Seal needs to be removable/changed-out by AOC staff when offices change (potentially yearly).

NOTE: K&R Industries will be the supplier for this component. Contact Patrick Hanrahan at (703) 631-4200

5. N/A

6. N/A

7. Cast bronze prismatic star, mechanically fastened to frame with concealed mechanical fasteners to prevent removal.

8. Sign mounts to wall with concealed z-clips. Back bracket to be set in bed of silicone on wall-mounted bracket to prevent movement. Wall substraight varies (plaster, marble/granite, wood, etc.), solutions should be specialized or accommodate all while not unnecessarily &/or permanently damaging the wall surface.

9. Note drawing TYPICAL 2 for further dimensions and detail.

F1. Clear anodized, satin finish, horizontal grain (parallel to frame component) on all sides.

F2. Clear powder coat finish, horizontal grain (parallel to frame component) on all sides.

F3. Prime and paint with polyurethane acrylic paint satin finish. Paint to match Benjamin Moore Black Bean Soup 2130-10.

F4. Text and borders surface to have a horizontal grain (parallel to frame component) on all sides. Leatherette background texture. Gloss diamond shield clear coat. Dark oxide background finish stain.



REVISIONS:		
NO	DESCRIPTION	DATE

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DESIGN INTENT DRAWINGS FOR SUPERINTENDENT APPROVAL

APPROVAL:

LARRY STOFFELL
SUPERINTENDENT
SENATE OFFICE BUILDINGS

SIGNATURE

BUILDING NAME

HART SENATE OFFICE BUILDING

PROJECT TITLE

CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE

DRAWING TITLE

O.2 - Member Suite Identification

SCALE	DRAWN BY	CHECKED BY
	SH/MB	

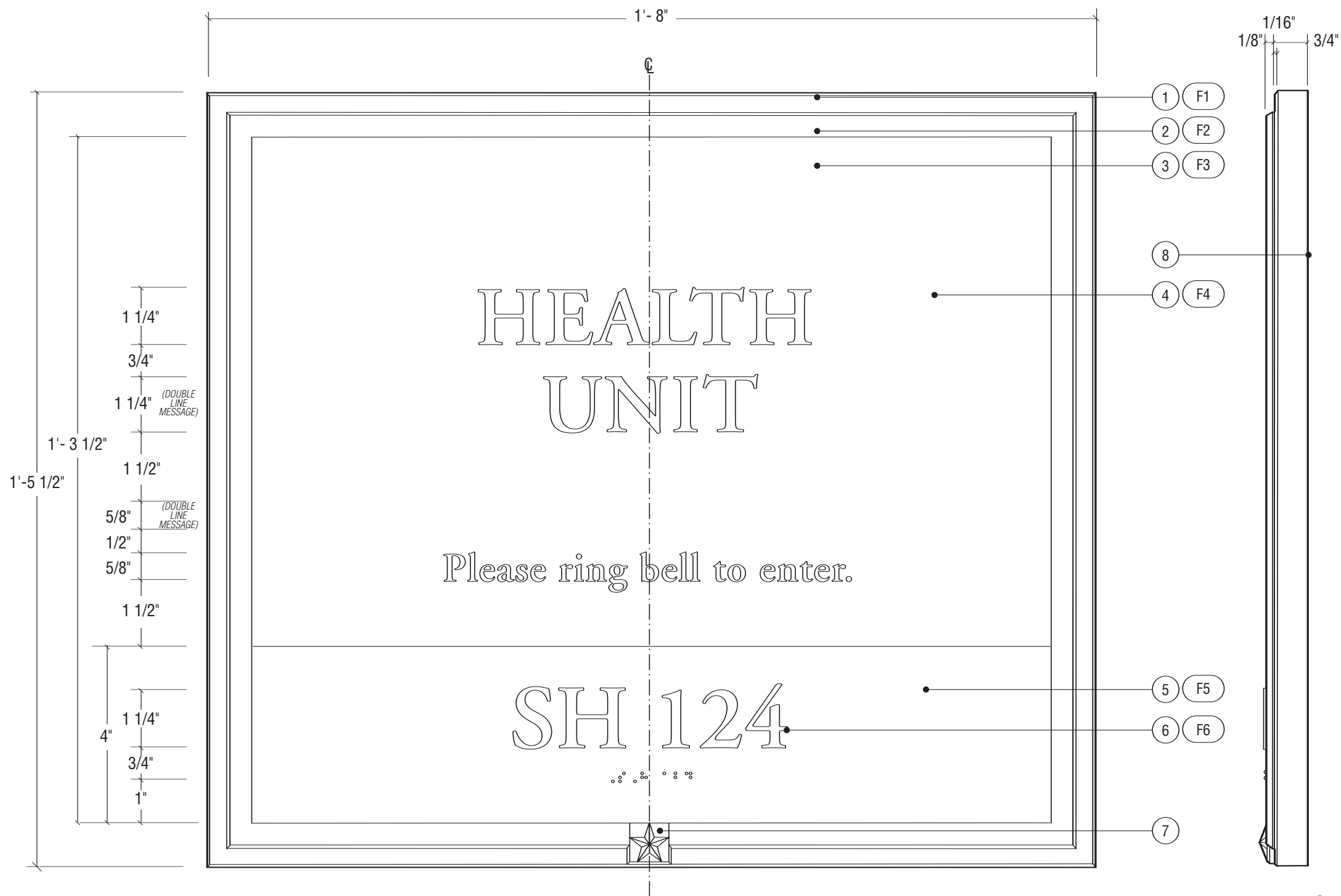
PROJ. NO.	IFB NO.
24512.02	

CAD FILE NO.

DRAWING NO.

D.16.0

SHEET	DATE
	06/14/06



1 FRONT ELEVATION
SCALE: 3/8" = 1"

2 SIDE ELEVATION
SCALE: 3/8" = 1"

Notes

1. Aluminum with mitered cornered and beveled edges.
 2. Bronze bar stock with mitered cornered and beveled edges.
 3. White sintra panel
 4. Adobe Garamond Semi-bold, as illustrated.
 5. Etched metal plate with 1/32 raised text and Grade II Braille. Adobe Garamond Semi-bold, as illustrated.
 6. Adobe Garamond Family as illustrated.
 7. Cast bronze prismatic star, mechanically fastened to frame with concealed mechanical fasteners to prevent removal.
 8. Directory mounts to wall with concealed z-clips. Back bracket to be set in bed of silicone on wall-mounted bracket to prevent movement. Wall substraight varies (plaster, marble/granite, wood, etc.), solutions should be specialized or accommodate all while not unnecessarily &/or permanently damaging the wall surface.
 9. Note drawing TYPICAL 2 for further dimensions and detail.
- F1. Clear anodized, satin finish, horizontal grain (parallel to frame component) on all sides.
- F2. Clear powder coat finish, horizontal grain (parallel to frame component) on all sides.
- F3. Screen print to match Project Paint Color A.
- F4. Adobe Garamond Family to be dropped out, exposing white sintra.
- F5. Prime and paint white. Mask raised letters and symbols. Paint background and braille with polyurethane acrylic paint satin finish to match Benjamin Moore Black Bean Soup 2130-10.
- F6. White



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Architecture Division Room H2-529
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ENVIRONMENTAL GRAPHIC DESIGNER

The Douglas|Group
915 Duke Street
Alexandria, VA 22202
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DESIGN INTENT DRAWINGS FOR SUPERINTENDENT APPROVAL

APPROVAL:

LARRY STOFFELL
SUPERINTENDENT
SENATE OFFICE BUILDINGS

SIGNATURE

BUILDING NAME

HART SENATE OFFICE BUILDING

PROJECT TITLE

CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE

DRAWING TITLE

S - Amenity Identification

SCALE DRAWN BY CHECKED BY

SH/MB

PROJ. NO. IFB NO.

24512.02

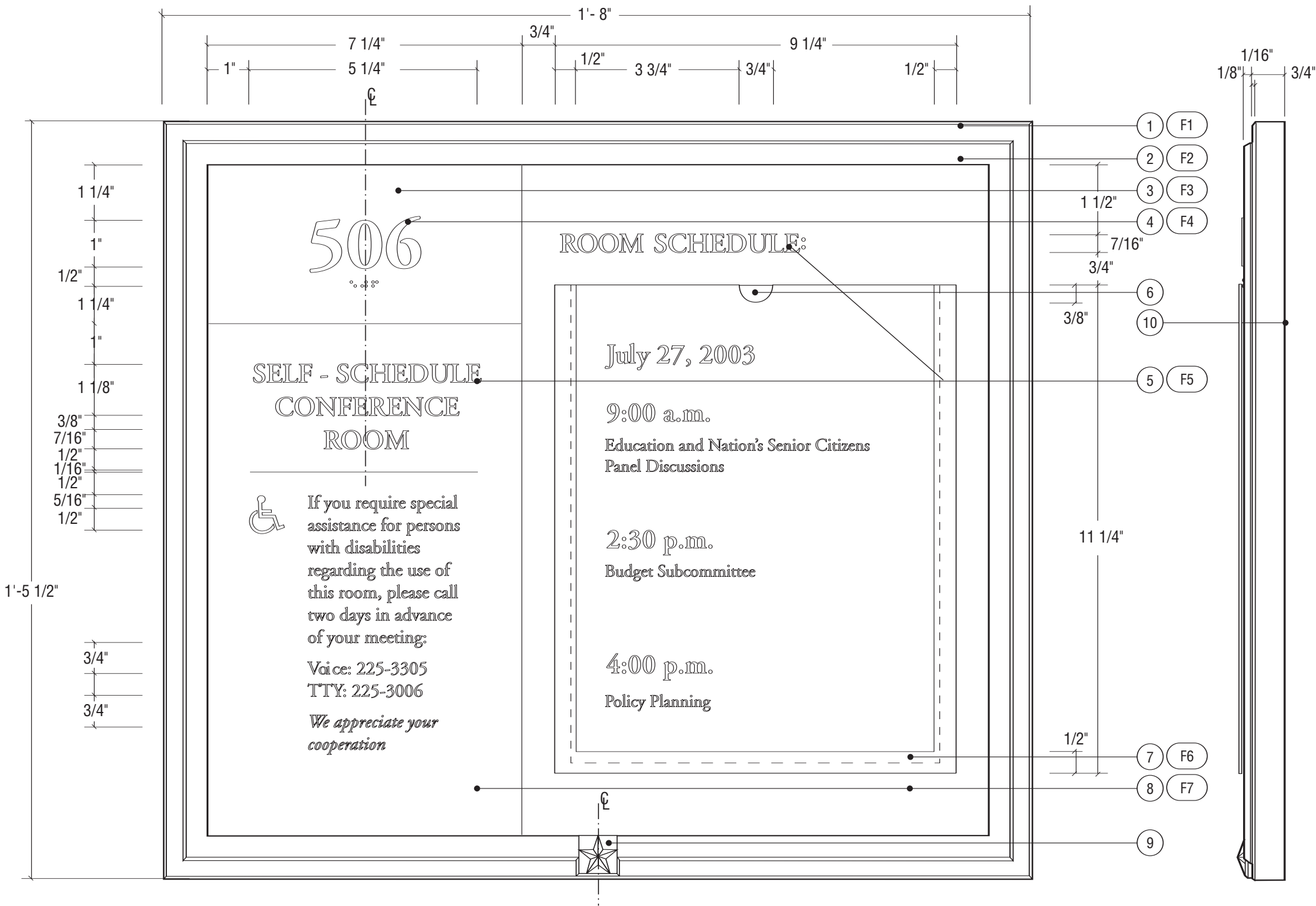
CAD FILE NO.

DRAWING NO.

D.17.0

SHEET DATE

06/14/06



Notes

- Aluminum with mitered cornered and beveled edges.
- Bronze bar stock with mitered cornered and beveled edges.
- Exterior grade photo-polymer plate with 1/32 raised text and Grade II Braille.
- Adobe Garamond Bold, as illustrated.
- Adobe Garamond Regular, Italic and Semi-bold, as illustrated. All symbols to match those on Project Symbols sheet.
- Changeable graphic (NIC)
- Non-glare clear acrylic
- White sintra
- Cast bronze prismatic star, mechanically fastened to frame with concealed mechanical fasteners to prevent removal. Wall substraight varies (plaster, marble/granite, wood, etc.), solutions should be specialized or accommodate all while not unnecessarily &/or permanently damaging the wall surface.
- Directory mounts to wall with concealed z-clips. Back bracket to be set in bed of silicone on wall-mounted bracket to prevent movement.
- Note drawing TYPICAL 2 for further dimensions and detail.
- Clear anodized, satin finish, horizontal grain (parallel to frame component) on all sides.
- Clear powder coat finish, horizontal grain (parallel to frame component) on all sides.
- Prime and paint white. Mask raised letters and symbols. Paint background and braille with polyurethane acrylic paint semi-gloss finish to match Benjamin Moore Black Bean Soup 2130-10.
- White
- Adobe Garamond Family to be dropped out, exposing white sintra.
- 1/2" border to be screened to match Benjamin Moore Black Bean Soup 2130-10 on bottom and two sides. 1/4" border of double sided tape under screened border to attach clear acrylic (#7) to sintra (#8). Tape to form gap in which the changeable graphic (#6) will reside.
- Screen print to match Benjamin Moore Black Bean Soup 2130-10. Satin finish.



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APPROVAL:

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SIGNATURE

BUILDING NAME

HART SENATE OFFICE BUILDING

PROJECT TITLE

CAPITOL COMPLEX - WAYFINDING & ADA COMPLIANCE

DRAWING TITLE

T - Self-Schedule Conference Room

SCALE DRAWN BY CHECKED BY

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PROJ. NO. IFB NO.

24512.02

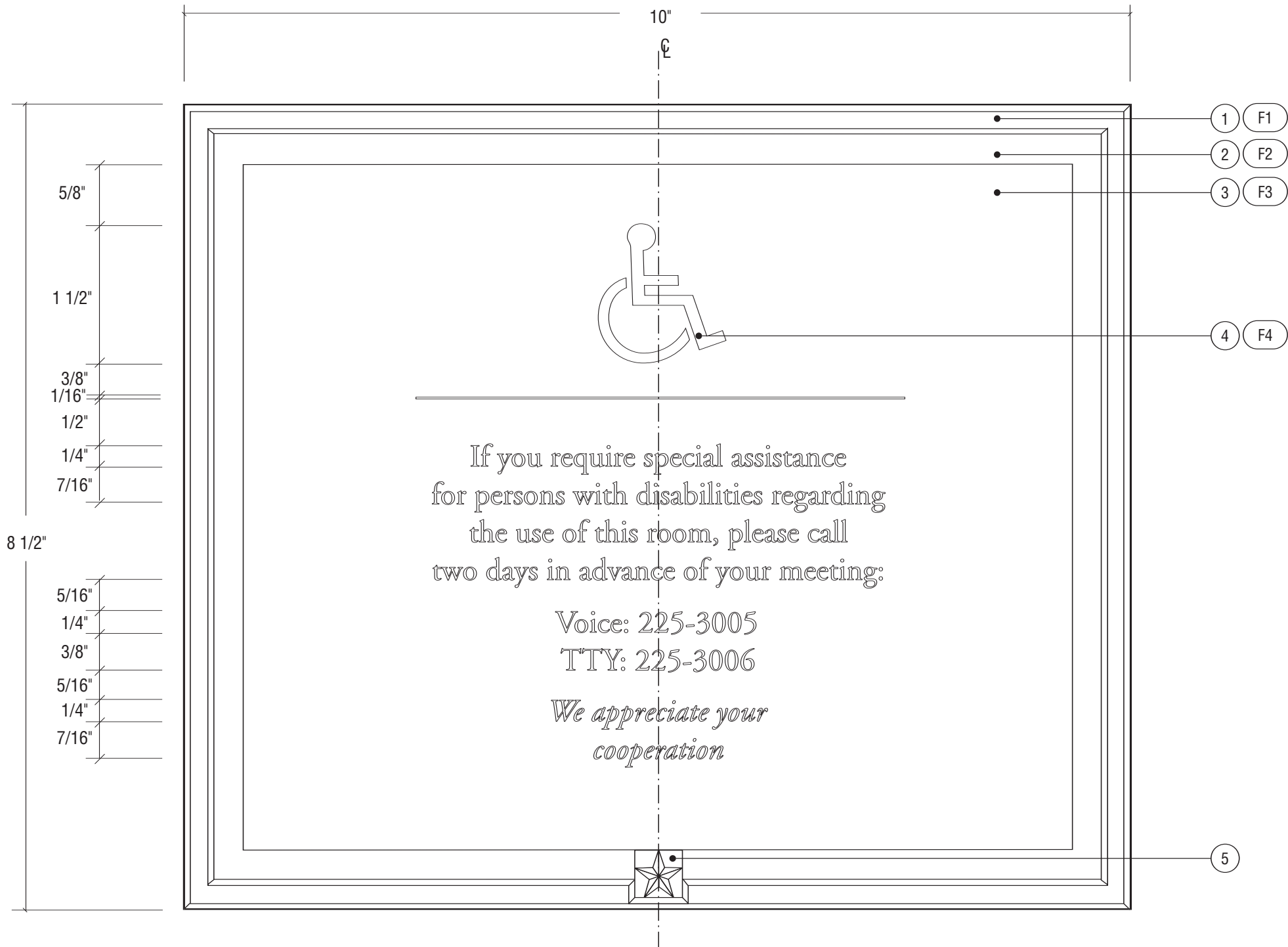
CAD FILE NO.

DRAWING NO.

D.18.0

SHEET DATE

06/14/06



1 FRONT ELEVATION
SCALE: 3/4" = 1"

Notes

1. Aluminum with mitered cornered and beveled edges.
 2. Bronze bar stock with mitered cornered and beveled edges.
 3. White sintra panel
 4. Adobe Garamond Family, as illustrated. All symbols to match those on Project Symbols sheet.
 5. Cast bronze prismatic star, mechanically fastened to frame with concealed mechanical fasteners to prevent removal.
 6. Note drawing TYPICAL 1 for further dimensions and detail.
- F1. Clear anodized, satin finish, horizontal grain (parallel to frame component) on all sides.
- F2. Clear powder coat finish, horizontal grain (parallel to frame component) on all sides.
- F3. Screen print to match Benjamin Moore Black Bean Soup 2130-10. Satin finish.
- F4. Adobe Garamond Family to be dropped out, exposing white sintra.



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APPROVAL:

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SIGNATURE

BUILDING NAME

HART SENATE OFFICE BUILDING

PROJECT TITLE

CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE

DRAWING TITLE

V - Handicap Restriction Plaque

SCALE	DRAWN BY	CHECKED BY
	SH/MB	

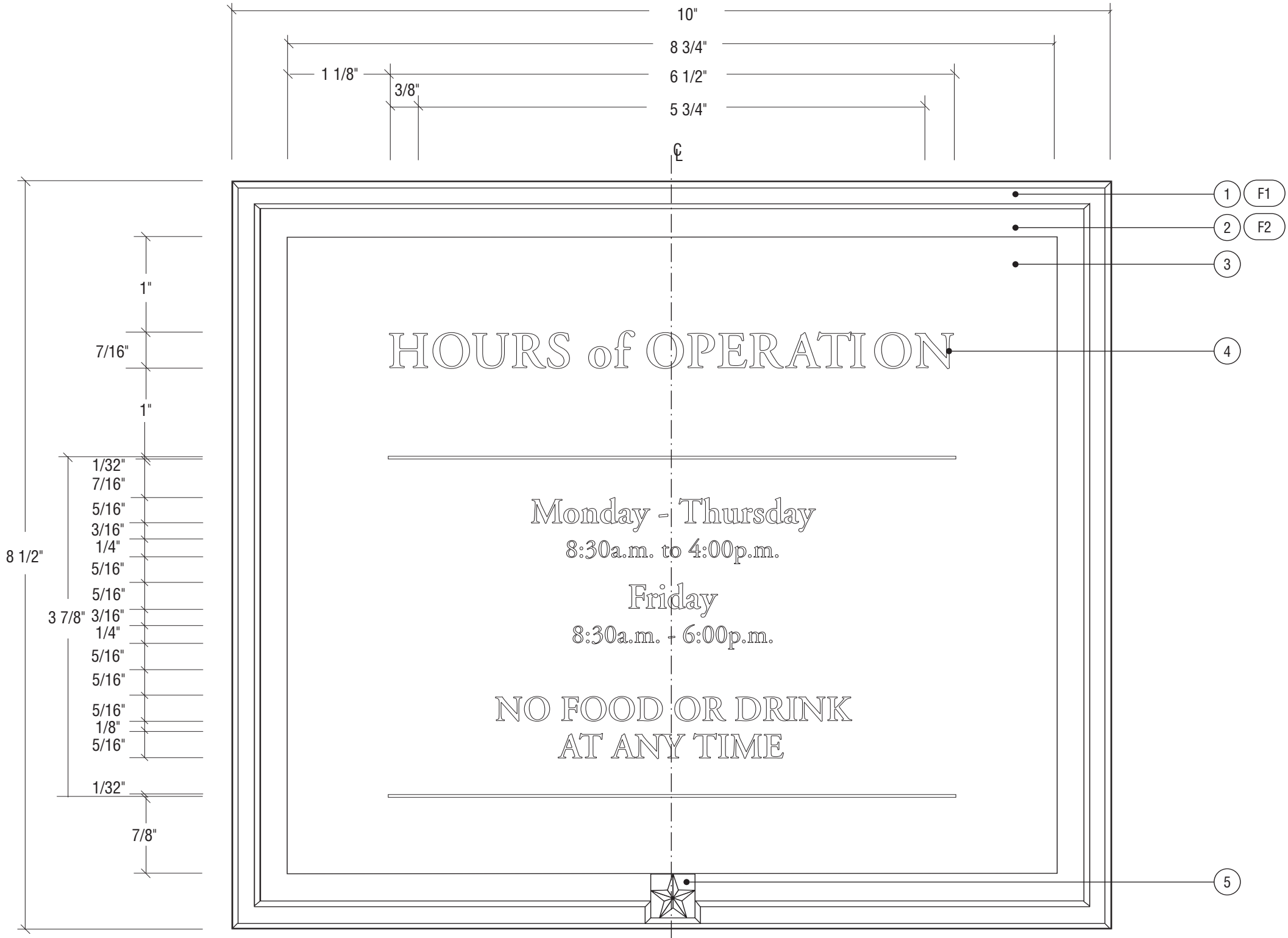
PROJ. NO.	IFB NO.
24512.02	

CAD FILE NO.

DRAWING NO.

D.19.0

SHEET	DATE
	06/14/06



1 FRONT ELEVATION
SCALE: 3/4" = 1"

Notes

1. Aluminum with mitered cornered and beveled edges.
2. Bronze bar stock with mitered cornered and beveled edges.
3. Non-glare acrylic panel
4. Four color process plotted changeable graphic. Adobe Garamond Regular and Semi-bold, as illustrated. All symbols to match those on Project Symbols sheet.

5. Cast bronze prismatic star, mechanically fastened to frame with concealed mechanical fasteners to prevent removal.

6. Note drawing TYPICAL1 for further dimensions and detail.

7. Note drawing ASSEMBLY 2 for "reference only" to fabrication method.

F1. Clear anodized, satin finish, horizontal grain (parallel to frame component) on all sides.

F2. Clear powder coat finish, horizontal grain (parallel to frame component) on all sides.

NOTE:
LAYOUT ARTWORK FOR THIS SIGN
TYPE TO BE PROVIDED BY GRAPHIC
DESIGNER.



REVISIONS:		
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DESIGN INTENT DRAWINGS
FOR SUPERINTENDENT APPROVAL

APPROVAL:

LARRY STOFFELL
SUPERINTENDENT
SENATE OFFICE BUILDINGS

SIGNATURE

BUILDING NAME

HART SENATE OFFICE BUILDING

PROJECT TITLE

CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE

DRAWING TITLE

W - Hours of Operation

SCALE	DRAWN BY	CHECKED BY
	SH/MB	

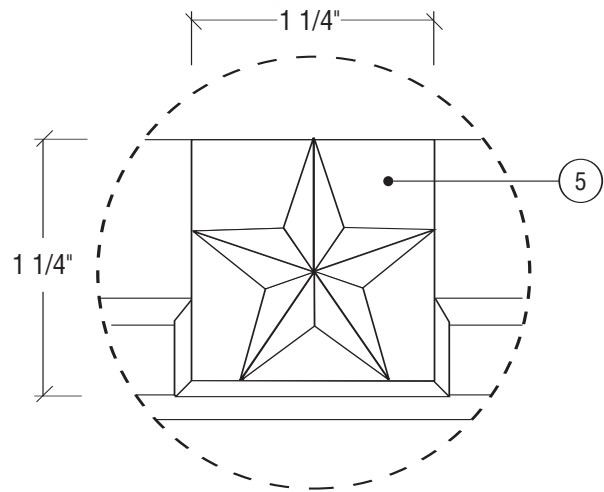
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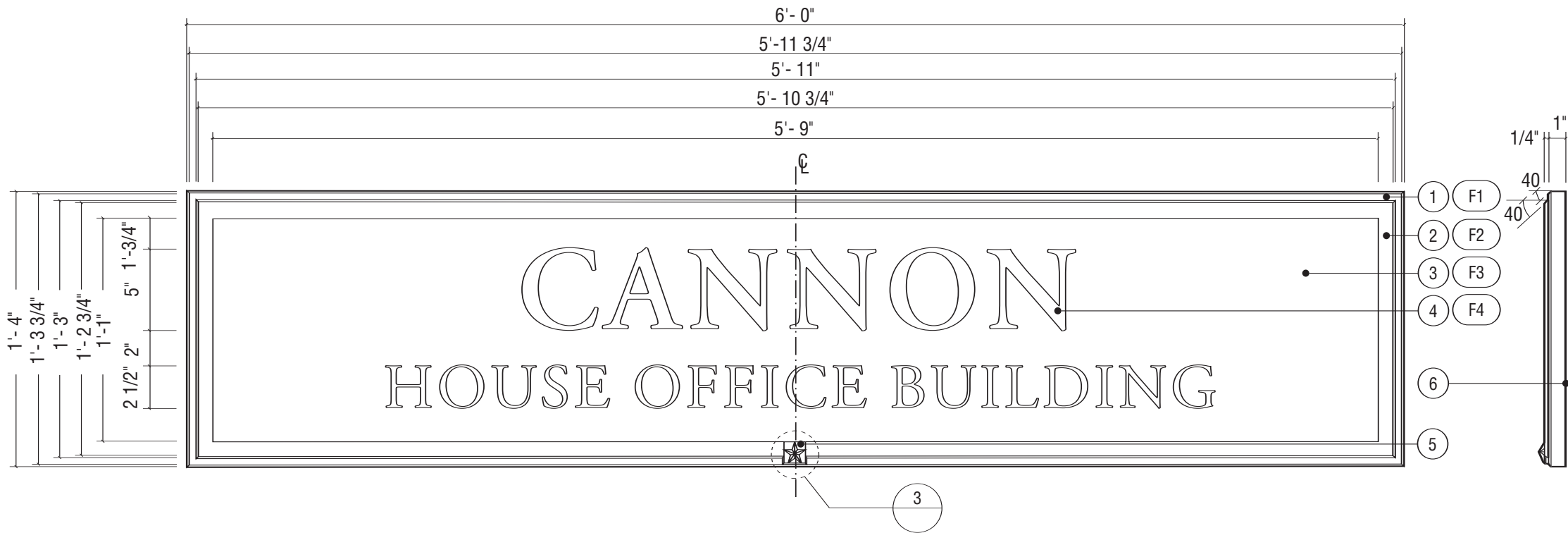
DRAWING NO.

D.20.0

SHEET	DATE
	06/14/06



3 **DETAIL**
SCALE: FULL



1 **FRONT ELEVATION**
SCALE: 1 1/2" = 1'-0"

Notes

1. Aluminum with mitered cornered and beveled edges.
2. Bronze bar stock with mitered cornered and beveled edges.
3. White sintra panel
4. Adobe Garamond Family as illustrated. All symbols to match those on Project Symbols sheet.

5. Cast bronze prismatic star, mechanically fastened to frame with concealed mechanical fasteners to prevent removal.

6. Directory mounts to wall with concealed z-clips. Back bracket to be set in bed of silicone on wall-mounted bracket to prevent movement. Wall substraight varies (plaster, marble/granite, wood, etc.), solutions should be specialized or accommodate all while not unnecessarily &/or permanently damaging the wall surface.

F1. Clear anodized, satin finish, horizontal grain (parallel to frame component) on all sides.

F2. Clear powder coat finish, horizontal grain (parallel to frame component) on all sides.

F3. Screen print to match Benjamin Moore Black Bean Soup 2130-10. Satin finish.

F4. Adobe Garamond Family to be dropped out, exposing white sintra.

2 **SIDE ELEVATION**
SCALE: 1 1/2" = 1'-0"



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DESIGN INTENT DRAWINGS
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APPROVAL:

LARRY STOFFELL
SUPERINTENDENT
SENATE OFFICE BUILDINGS

SIGNATURE

BUILDING NAME

HART SENATE OFFICE BUILDING

PROJECT TITLE

CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE

DRAWING TITLE

GG - Building Announce./Direct.

SCALE DRAWN BY CHECKED BY

SH/MB

PROJ. NO. IFB NO.

24512.02

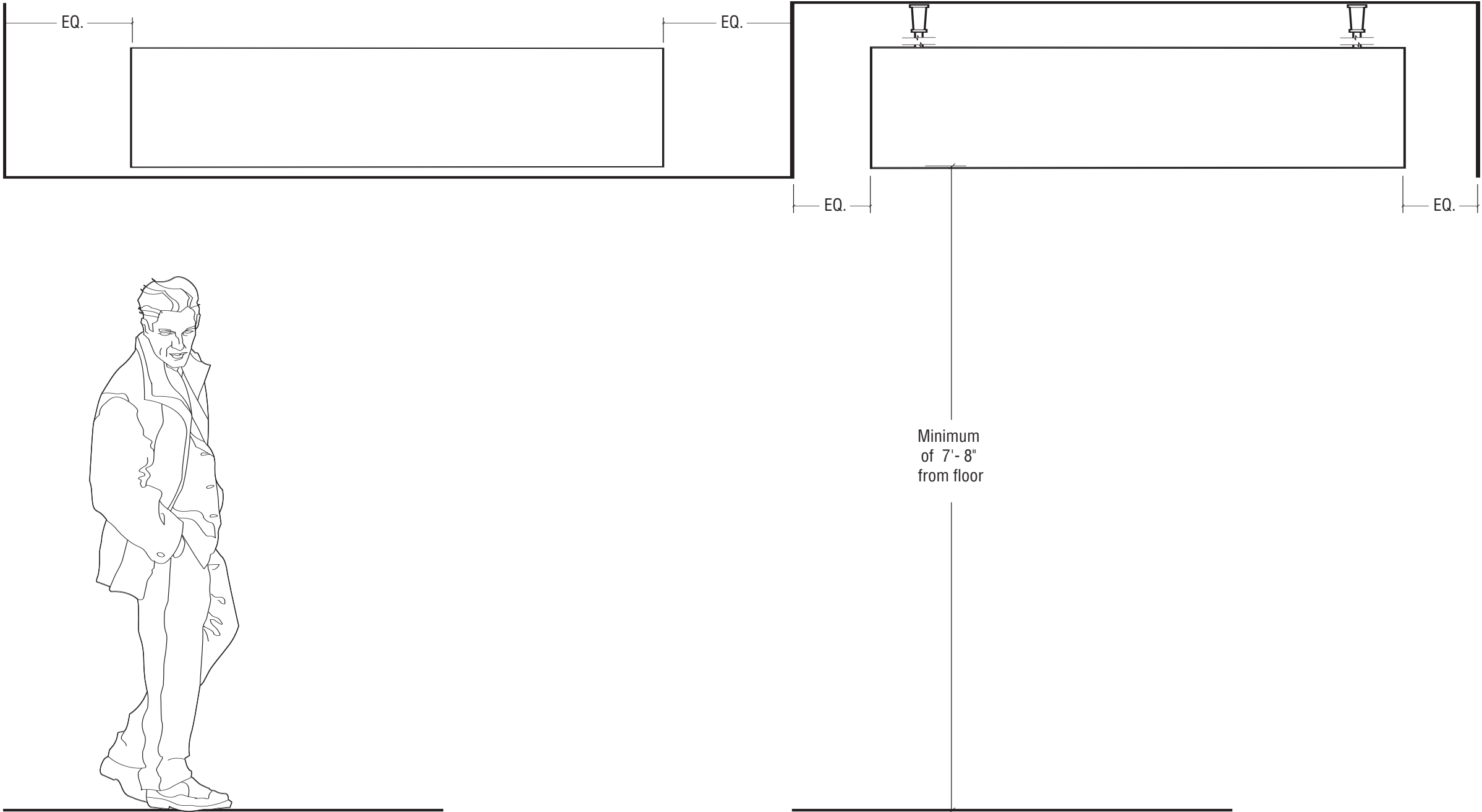
CAD FILE NO.

DRAWING NO.

D.21.0

SHEET DATE

06/14/06



1 SIGN LOCATION ELEVATION - WALL MOUNT
SCALE: 3/4" = 1'- 0"

2 SIGN LOCATION ELEVATION - HANGING
SCALE: 3/4" = 1'- 0"



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APPROVAL:

LARRY STOFFELL
SUPERINTENDENT
SENATE OFFICE BUILDINGS

SIGNATURE

BUILDING NAME

HART SENATE OFFICE BUILDING

PROJECT TITLE

CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE

DRAWING TITLE

GG - Building Announce./Direct.

SCALE	DRAWN BY	CHECKED BY
	SH/MB	

PROJ. NO.	IFB NO.
24512.02	

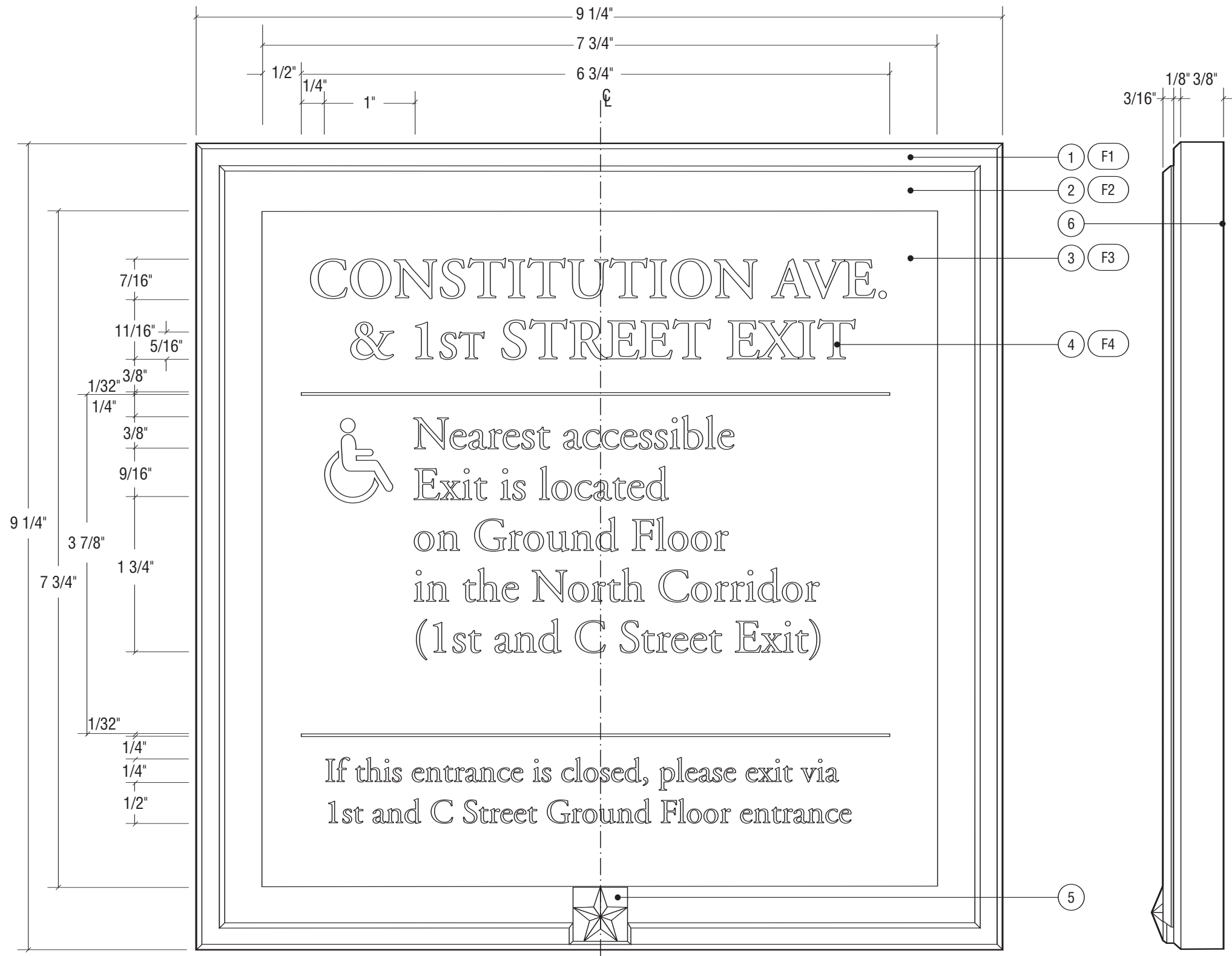
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D.21.2

SHEET	DATE
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06/14/06

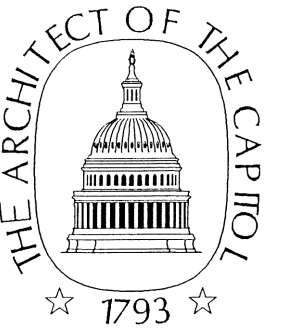


1 FRONT ELEVATION
SCALE: 3/4" = 1"

2 SIDE ELEVATION
SCALE: 3/4" = 1"

Notes

1. Aluminum with mitered cornered and beveled edges.
 2. Bronze bar stock with mitered cornered and beveled edges.
 3. White sintra panel
 4. Adobe Garamond Family as illustrated. All symbols to match those on Project Symbols sheet.
 5. Cast bronze prismatic star, mechanically fastened to frame with concealed mechanical fasteners to prevent removal.
 6. Sign mounts with double sided 3M VHB tape and silicone.
 7. Note drawing TYPICAL 4 for further dimensions and detail.
- F1. Clear anodized, satin finish, horizontal grain (parallel to frame component) on all sides.
- F2. Clear powder coat finish, horizontal grain (parallel to frame component) on all sides.
- F3. Screen print to match Benjamin Moore Black Bean Soup 2130-10. Satin finish.
- F4. Adobe Garamond Family to be dropped out, exposing white sintra.



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DESIGN INTENT DRAWINGS FOR SUPERINTENDENT APPROVAL

APPROVAL:

LARRY STOFFELL
SUPERINTENDENT
SENATE OFFICE BUILDINGS

SIGNATURE

BUILDING NAME

HART SENATE OFFICE BUILDING

PROJECT TITLE

CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE

DRAWING TITLE

HH - Exit Information

SCALE	DRAWN BY	CHECKED BY
	SH/MB	

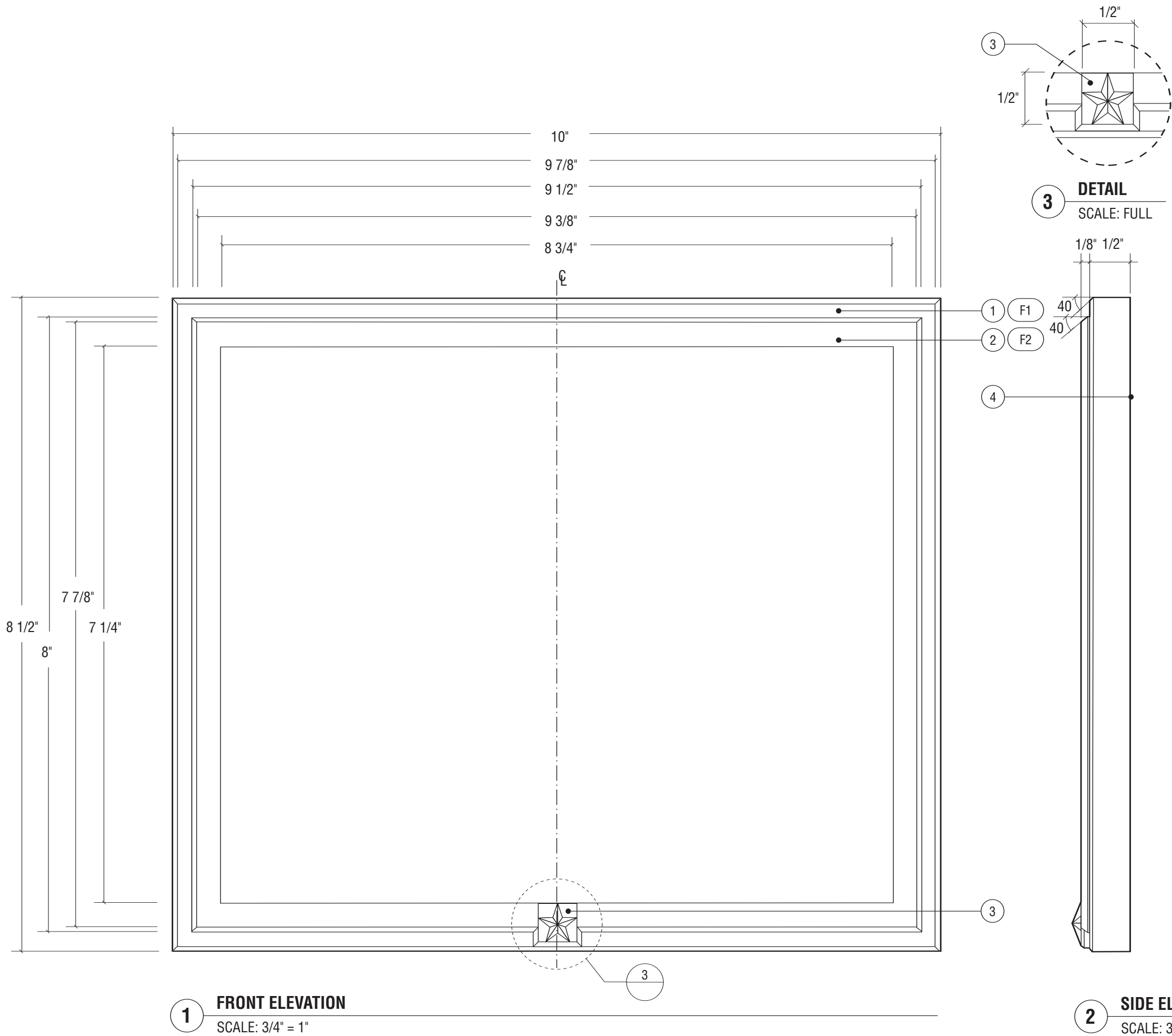
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24512.02	

CAD FILE NO.

DRAWING NO.

D.22.0

SHEET	DATE
	06/14/06



- Notes**
1. Aluminum with mitered cornered and beveled edges.
 2. Bronze bar stock with mitered cornered and beveled edges.
 3. Cast bronze prismatic star, mechanically fastened to frame with concealed mechanical fasteners to prevent removal.
 4. Sign mounts with double sided 3M VHB tape and silicone. Wall substraight varies (plaster, marble/granite, wood, etc.), solutions should be specialized or accommodate all while not unnecessarily &/or permanently damaging the wall surface.
- F1. Clear anodized, satin finish, horizontal grain (parallel to frame component) on all sides.
- F2. Clear powder coat finish, horizontal grain (parallel to frame component) on all sides.



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DESIGN INTENT DRAWINGS
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SUPERINTENDENT
SENATE OFFICE BUILDINGS

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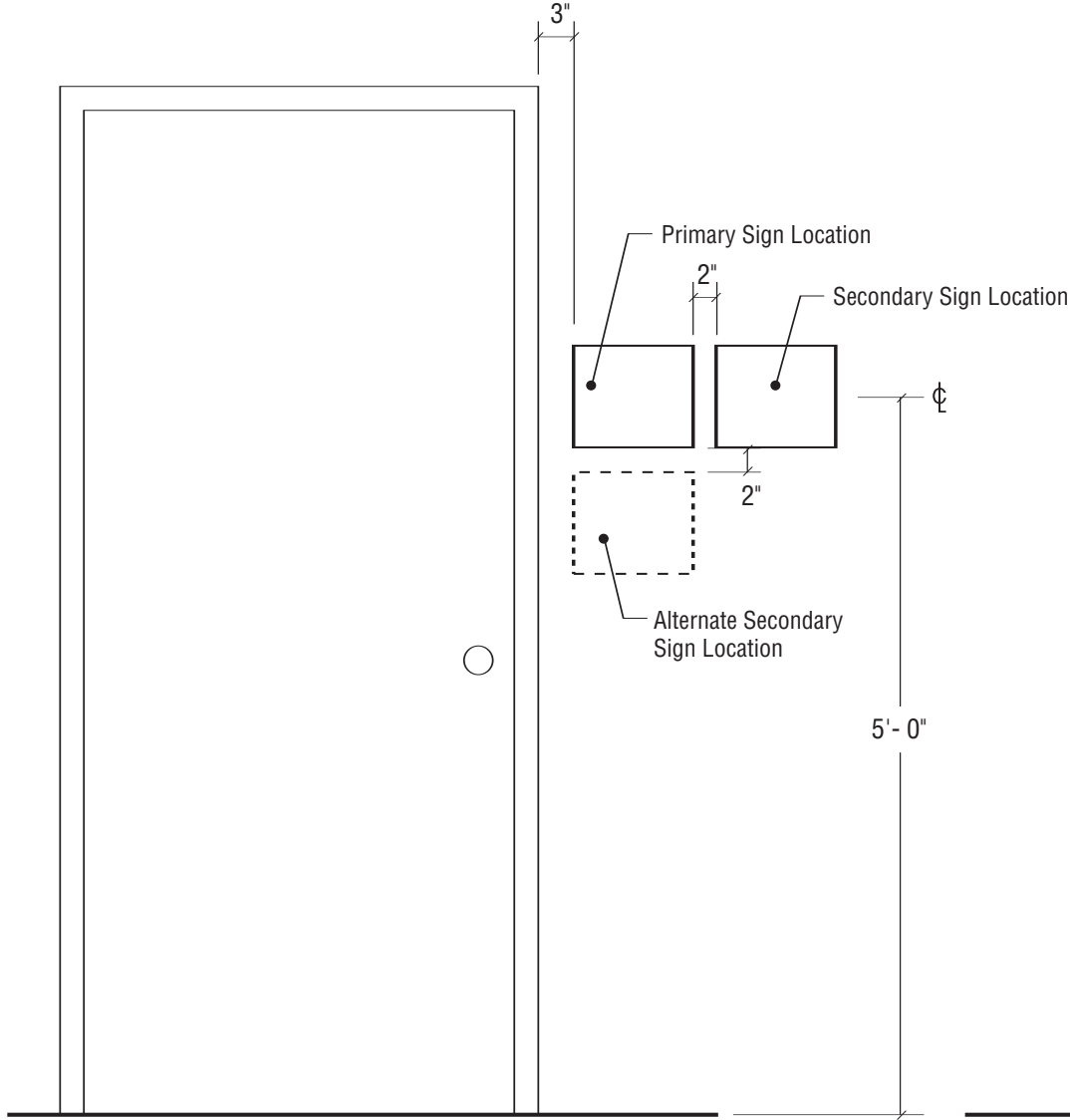
BUILDING NAME		
HART SENATE OFFICE BUILDING		
PROJECT TITLE		
CAPITOL COMPLEX - WAYFINDING & ADA COMPLIANCE		
DRAWING TITLE		
D, V & W - Typical Plaque		
SCALE	DRAWN BY	CHECKED BY
	SH/MB	
PROJ. NO.	IFB NO.	
24512.02		
CAD FILE NO.		
DRAWING NO.		

TYPICAL 1.0

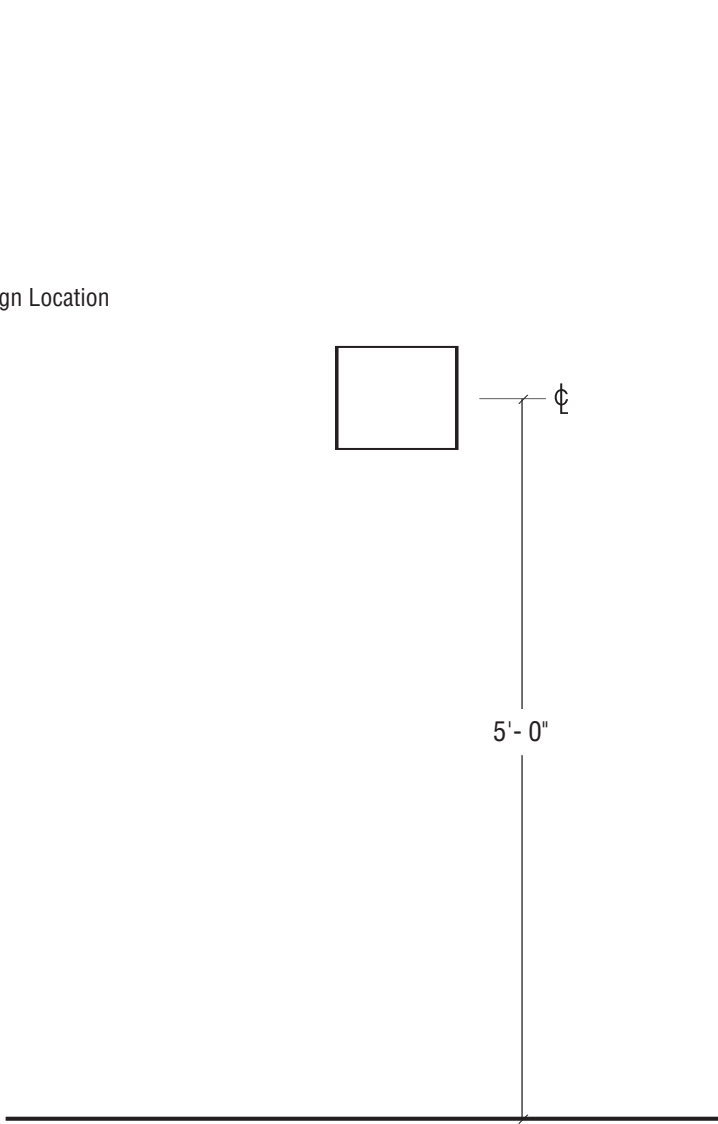
SHEET	DATE
	06/14/06



1 SIGN LOCATION ELEVATION - DOOR
SCALE: 3/4" = 1' - 0"



2 SIGN LOCATION ELEVATION - MULTIPLE SIGNS
SCALE: 3/4" = 1' - 0"



3 SIGN LOCATION ELEVATION - WALL
SCALE: 3/4" = 1' - 0"



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SIGNATURE

BUILDING NAME

HART SENATE OFFICE BUILDING

PROJECT TITLE

CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE

DRAWING TITLE

D, V & W - Typical Plaque

SCALE	DRAWN BY	CHECKED BY
	SH/MB	

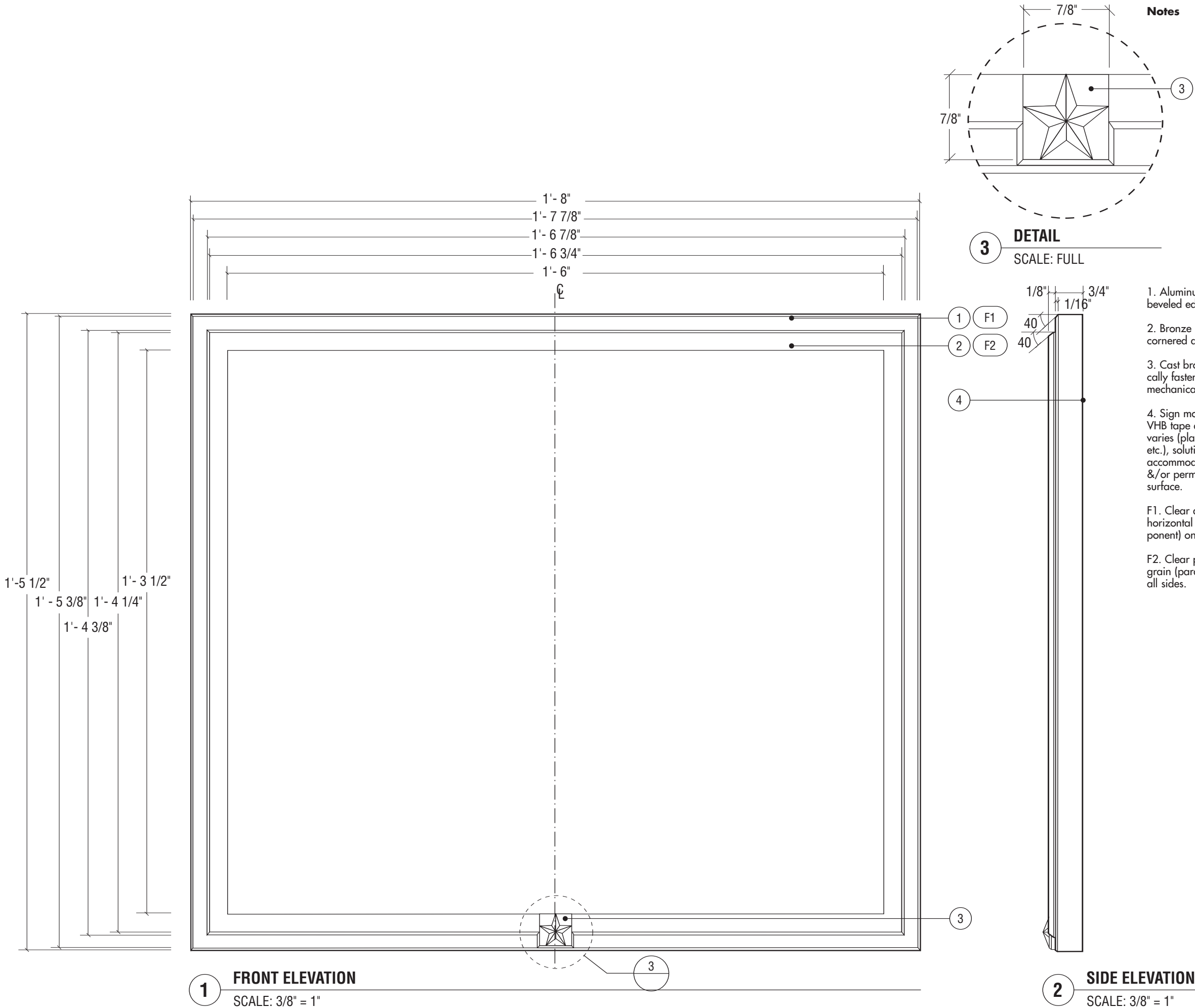
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TYPICAL 1.1

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SIGNATURE

BUILDING NAME

HART SENATE OFFICE BUILDING

PROJECT TITLE

CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE

DRAWING TITLE

O, S, & T - Typical Plaque

SCALE	DRAWN BY	CHECKED BY
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PROJ. NO.	IFB NO.
24512.02	

CAD FILE NO.

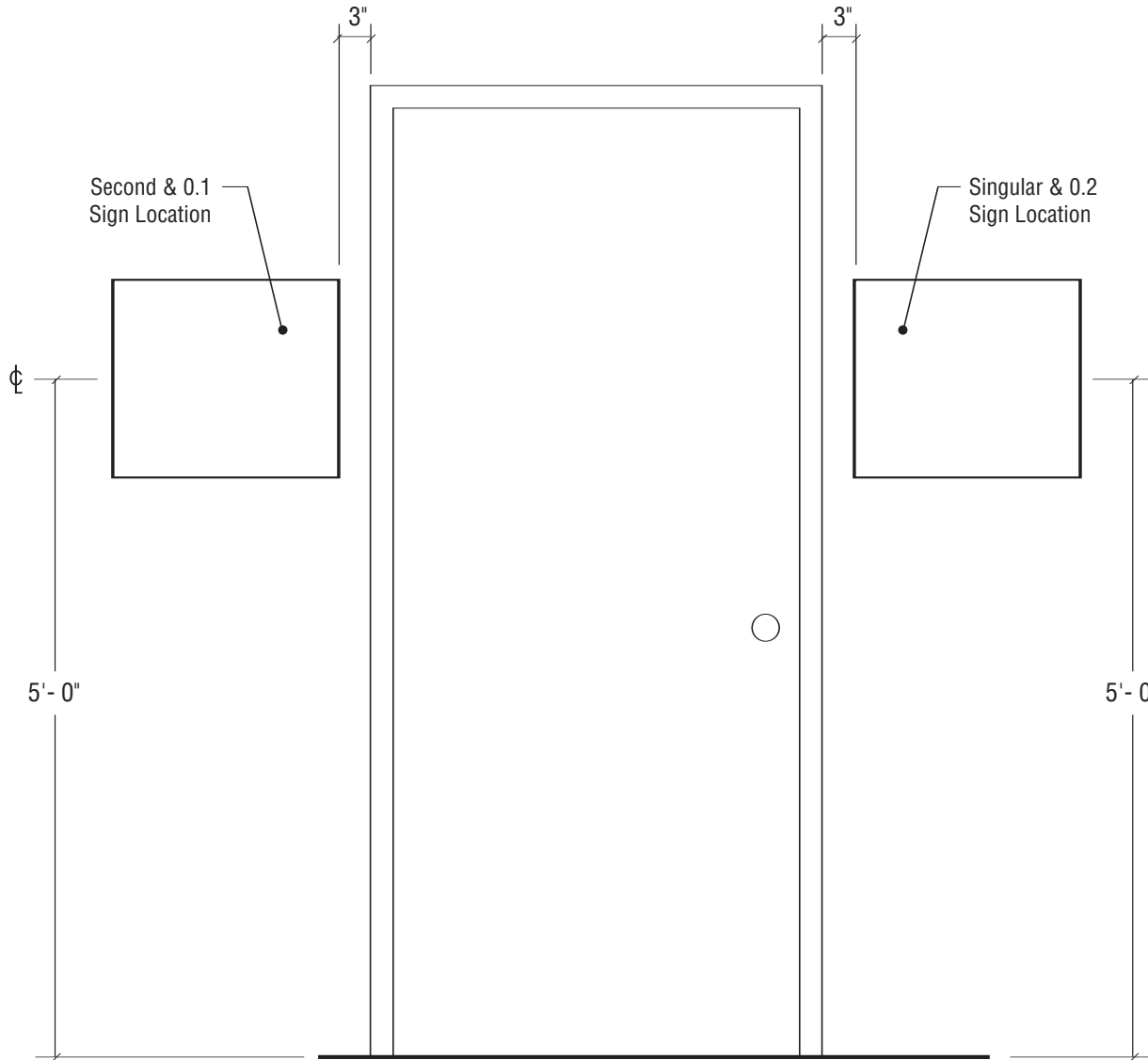
DRAWING NO.

TYPICAL 2.0

SHEET	DATE
	06/14/06



1 SIGN LOCATION ELEVATION - DOOR
SCALE: 3/4" = 1' - 0"



2 SIGN LOCATION ELEVATION - MULTIPLE SIGNS
SCALE: 3/4" = 1' - 0"



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APPROVAL:

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SUPERINTENDENT
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SIGNATURE

BUILDING NAME

HART SENATE OFFICE BUILDING

PROJECT TITLE

CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE

DRAWING TITLE

O, S, & T - Typical Plaque

SCALE	DRAWN BY	CHECKED BY
	SH/MB	

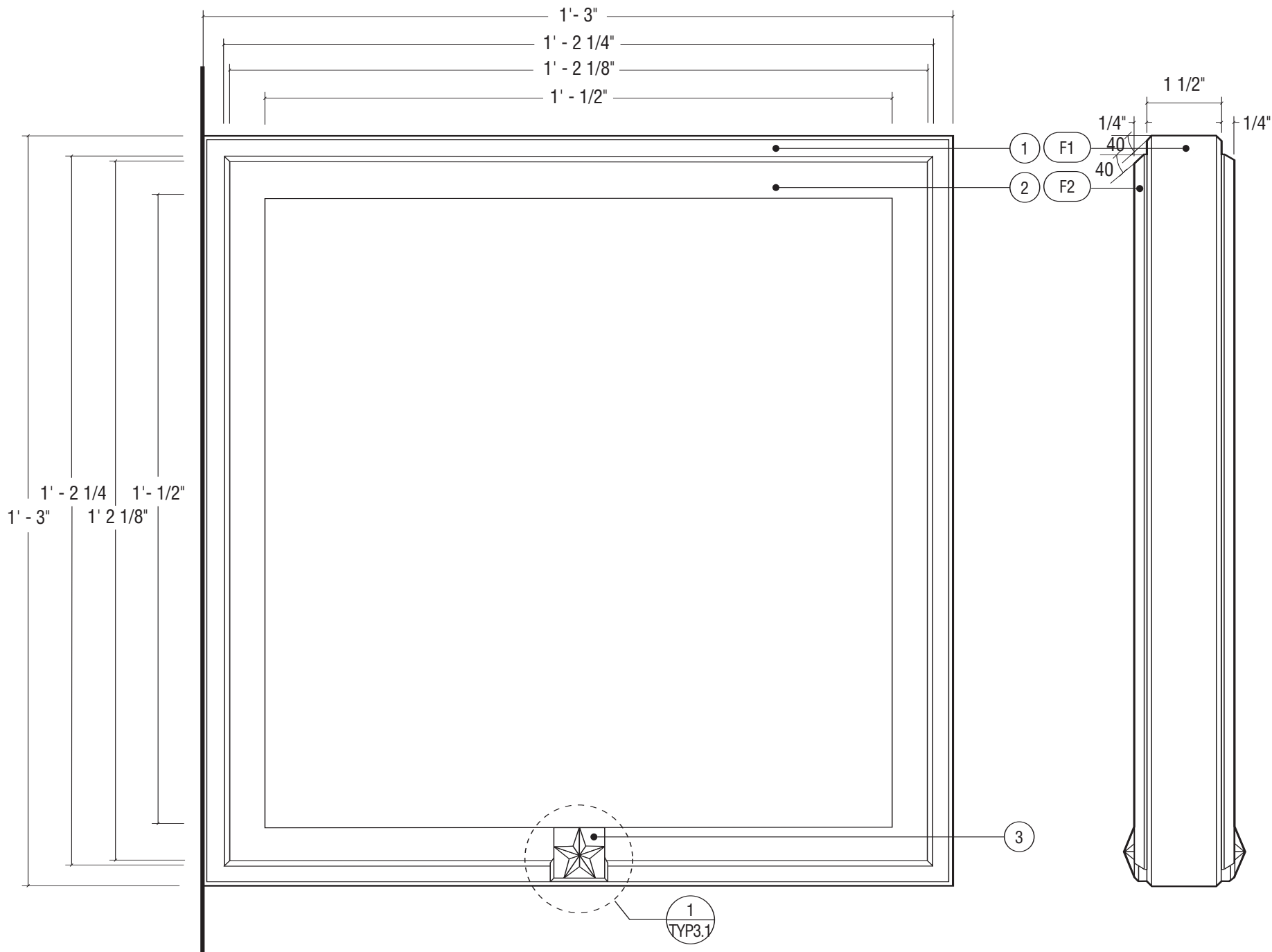
PROJ. NO.	IFB NO.
24512.02	

CAD FILE NO.

DRAWING NO.

TYPICAL 2.1

SHEET	DATE
	06/14/06



1 FRONT ELEVATION
SCALE: 3/8" = 1"

2 SIDE ELEVATION
SCALE: 3/8" = 1"

Notes

1. Aluminum with mitered cornered and beveled edges.
 2. Bronze bar stock with mitered cornered and beveled edges.
 3. Cast bronze prismatic star, mechanically fastened to frame with concealed mechanical fasteners to prevent removal.
 4. Sign mounts to wall with hidden mechanical devices. Wall substraight varies (plaster, marble/granite, wood, etc.), solutions should be specialized or accommodate all while not unnecessarily &/or permanently damaging the wall surface.
- F1. Clear anodized, satin finish, horizontal grain (parallel to frame component) on all sides.
- F2. Clear powder coat finish, horizontal grain (parallel to frame component) on all sides.



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DESIGN INTENT DRAWINGS
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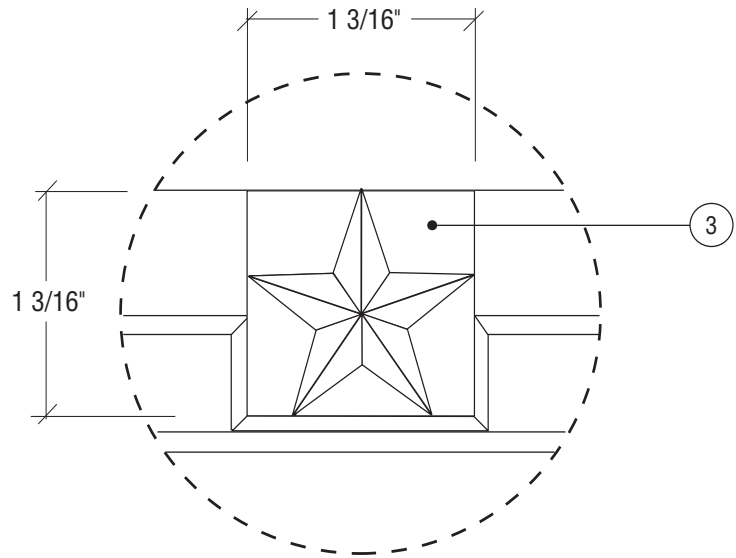
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SENATE OFFICE BUILDINGS

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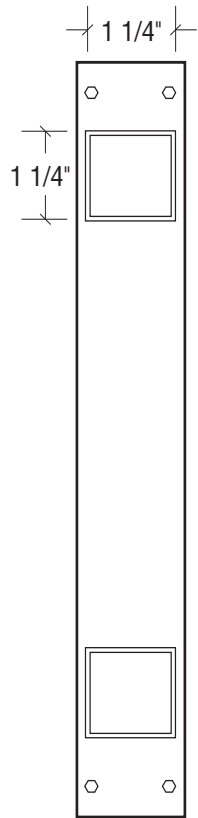
BUILDING NAME
HART SENATE OFFICE BUILDING
PROJECT TITLE
CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE
DRAWING TITLE
H, H.1 & I - Typical Plaque

SCALE	DRAWN BY	CHECKED BY
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PROJ. NO.	IFB NO.	
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CAD FILE NO.		
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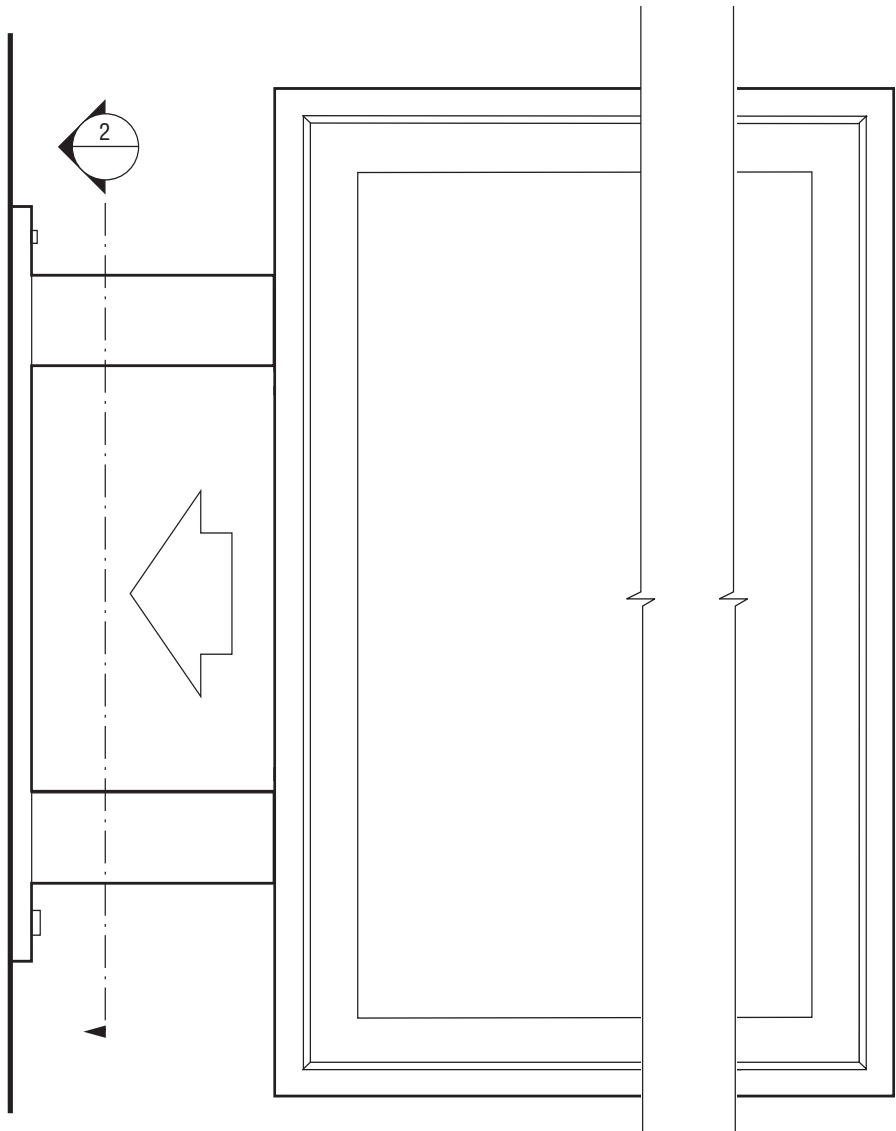
TYPICAL 3.0
SHEET DATE
06/14/06



1 **DETAIL**
SCALE: FULL



2 **MOUNTING DETAIL**
SCALE: 3/8" = 1"



3 **SIDE ELEVATION / MOUNTING PLATE**
SCALE: 3/8" = 1"

Notes

3. Cast bronze prismatic star, mechanically fastened to frame with concealed mechanical fasteners to prevent removal.



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FOR SUPERINTENDENT APPROVAL

APPROVAL:

LARRY STOFFELL
SUPERINTENDENT
SENATE OFFICE BUILDINGS

SIGNATURE

BUILDING NAME

HART SENATE OFFICE BUILDING

PROJECT TITLE

**CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE**

DRAWING TITLE

H, H.1 & I - Typical Plaque

SCALE	DRAWN BY	CHECKED BY
	SH/MB	

PROJ. NO.	IFB NO.
24512.02	

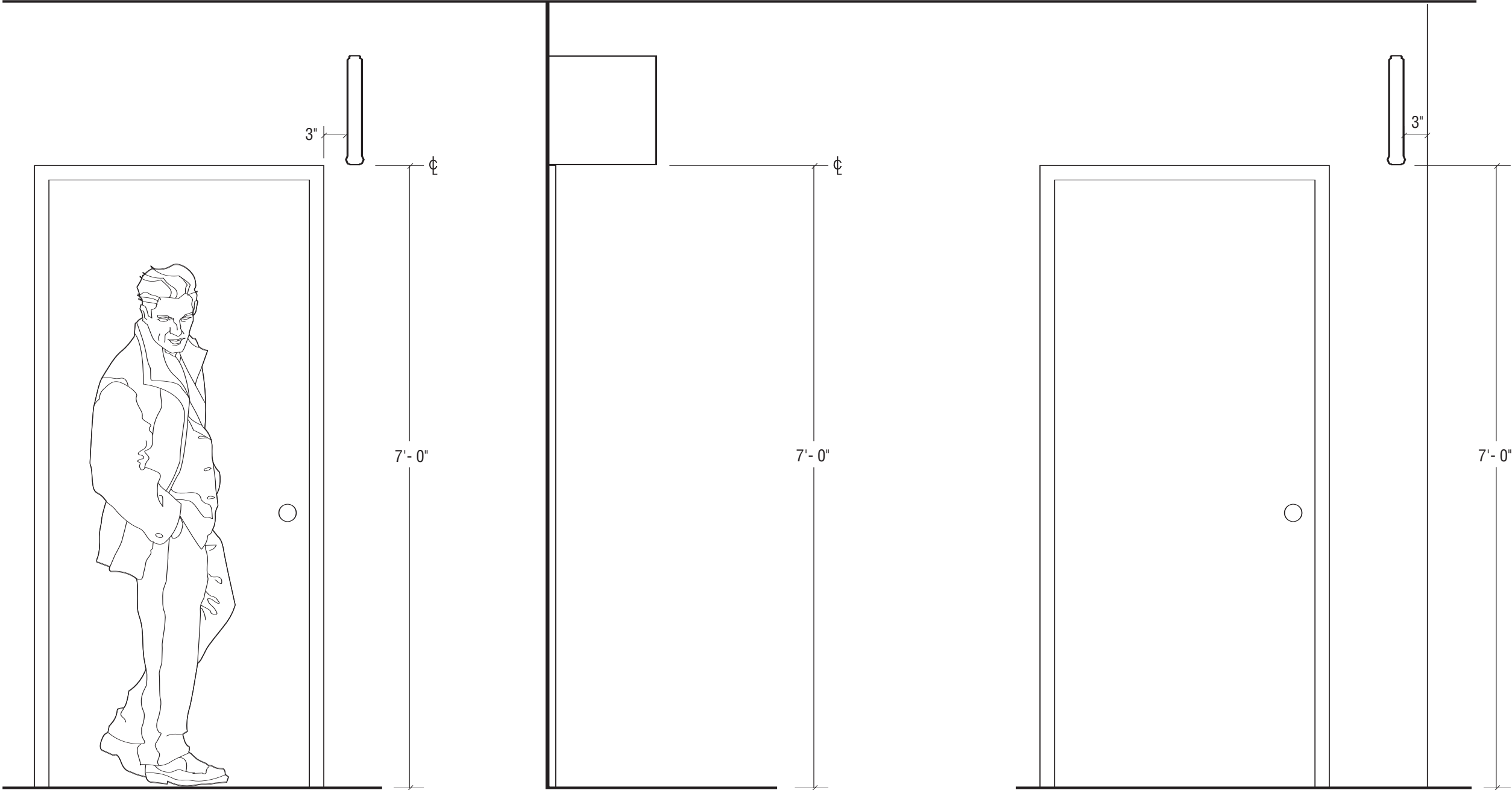
CAD FILE NO.

DRAWING NO.

TYPICAL 3.1

SHEET	DATE
	06/14/06

NOTE: DOORS ARE SHOWN FOR INDICATION OF LATERAL DISPLACEMENT ONLY - NOT INDICATIVE OF ACTUAL DOOR DIMENSIONS OR CONDITIONS AT INSTALLATION. AT LOCATIONS WHERE A PROJECTING SIGN IS PROGRAMMED ABOVE A ROOM IDENTIFICATION SIGN, THE PROJECTING SIGN TO BE ALIGNED FLUSH WITH THE EDGE OF THE IDENTIFICATION SIGN CLOSEST TO THE DOOR JAMB (TYPICALLY 3" FROM FRAMING).



1 SIGN LOCATION ELEVATION - DOOR (FRONT)
SCALE: 3/4" = 1'- 0"

2 SIGN LOCATION ELEVATION - DOOR (SIDE)
SCALE: 3/4" = 1'- 0"

3 SIGN LOCATION ELEVATION - CORNER
SCALE: 3/4" = 1'- 0"



REVISIONS:		
NO	DESCRIPTION	DATE

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**ENVIRONMENTAL GRAPHIC
DESIGNER**

The Douglas|Group
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Alexandria, VA 22202
TEL: 703-549-8050 FAX: 703-549-8053

DESIGN INTENT DRAWINGS
FOR SUPERINTENDENT APPROVAL

APPROVAL:

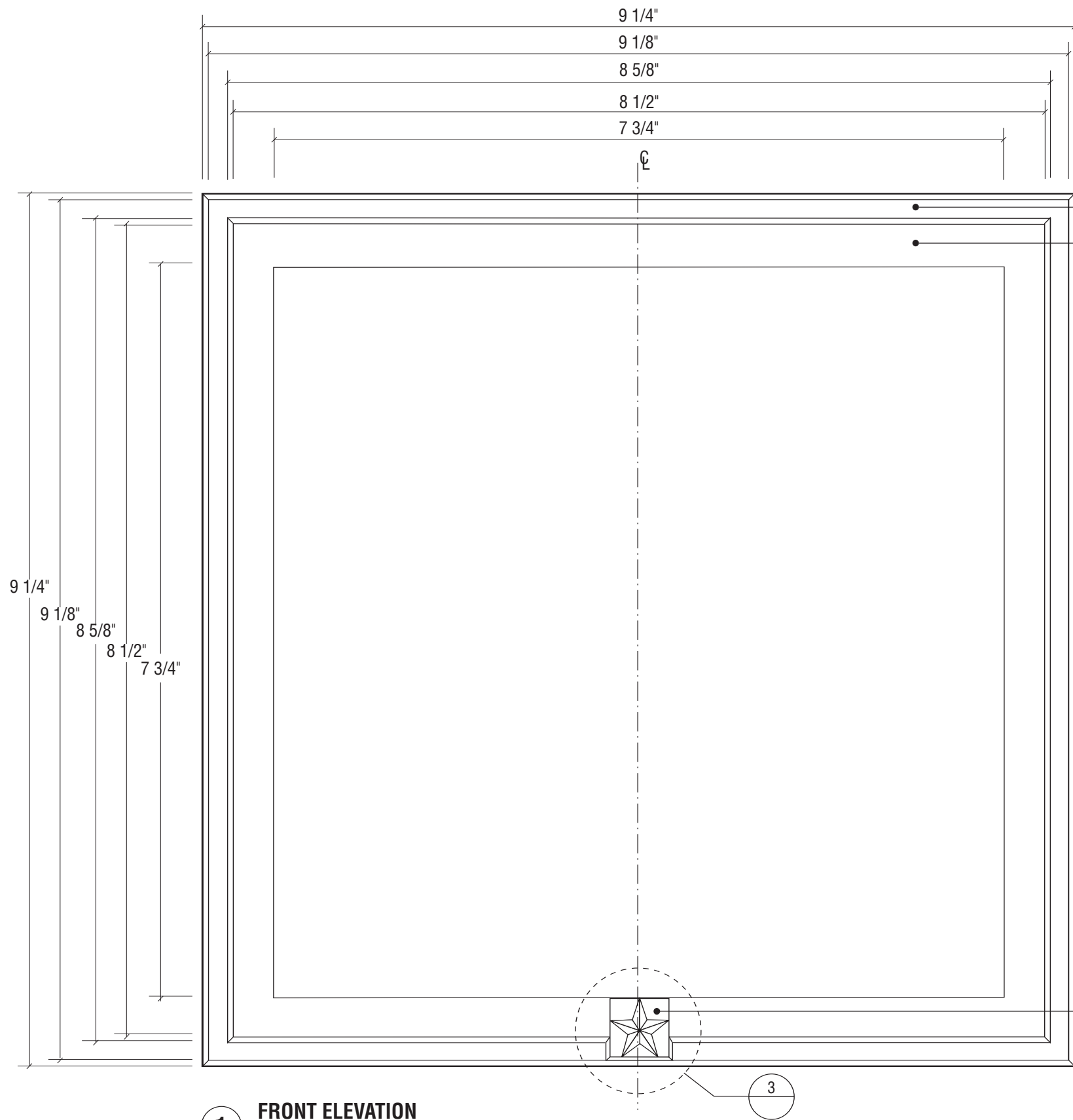
LARRY STOFFELL
SUPERINTENDENT
SENATE OFFICE BUILDINGS

SIGNATURE

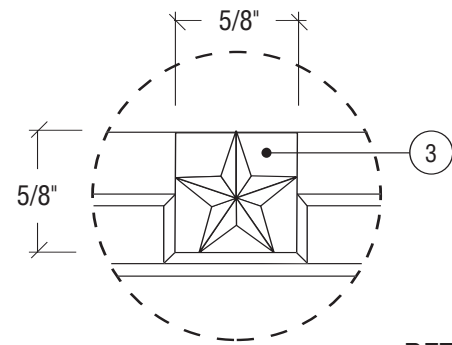
BUILDING NAME
HART SENATE OFFICE BUILDING
PROJECT TITLE
CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE
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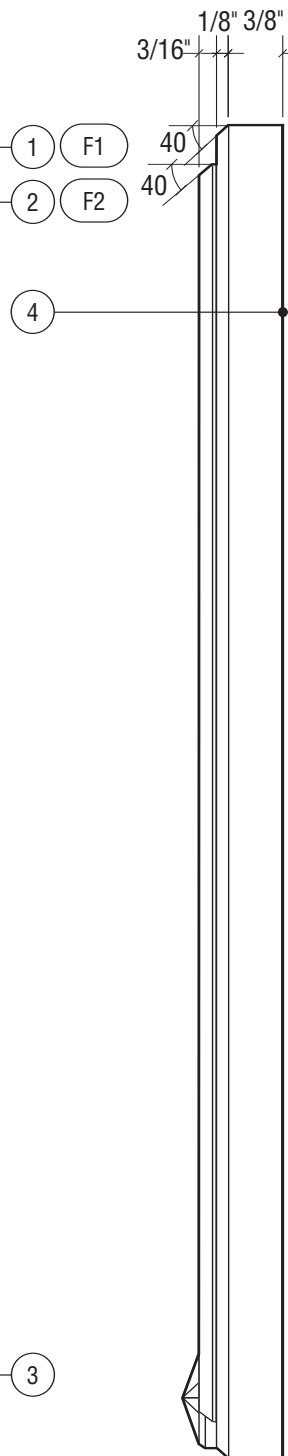
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DATE
06/14/06



1 FRONT ELEVATION
SCALE: 3/4" = 1"



3 DETAIL
SCALE: FULL



2 SIDE ELEVATION
SCALE: 3/4" = 1"

Notes

1. Aluminum with mitered cornered and beveled edges.
2. Bronze bar stock with mitered cornered and beveled edges.
3. Cast bronze prismatic star, mechanically fastened to frame with concealed mechanical fasteners to prevent removal.

4. Sign mounts with double sided 3M VHB tape and silicone. Wall substraigh varies (plaster, marble/granite, wood, etc.), solutions should be specialized or accommodate all while not unnecessarily &/or permanently damaging the wall surface.

F1. Clear anodized, satin finish, horizontal grain (parallel to frame component) on all sides.

F2. Clear powder coat finish, horizontal grain on all sides.



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CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE

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L, M, & HH - Typical Plaque

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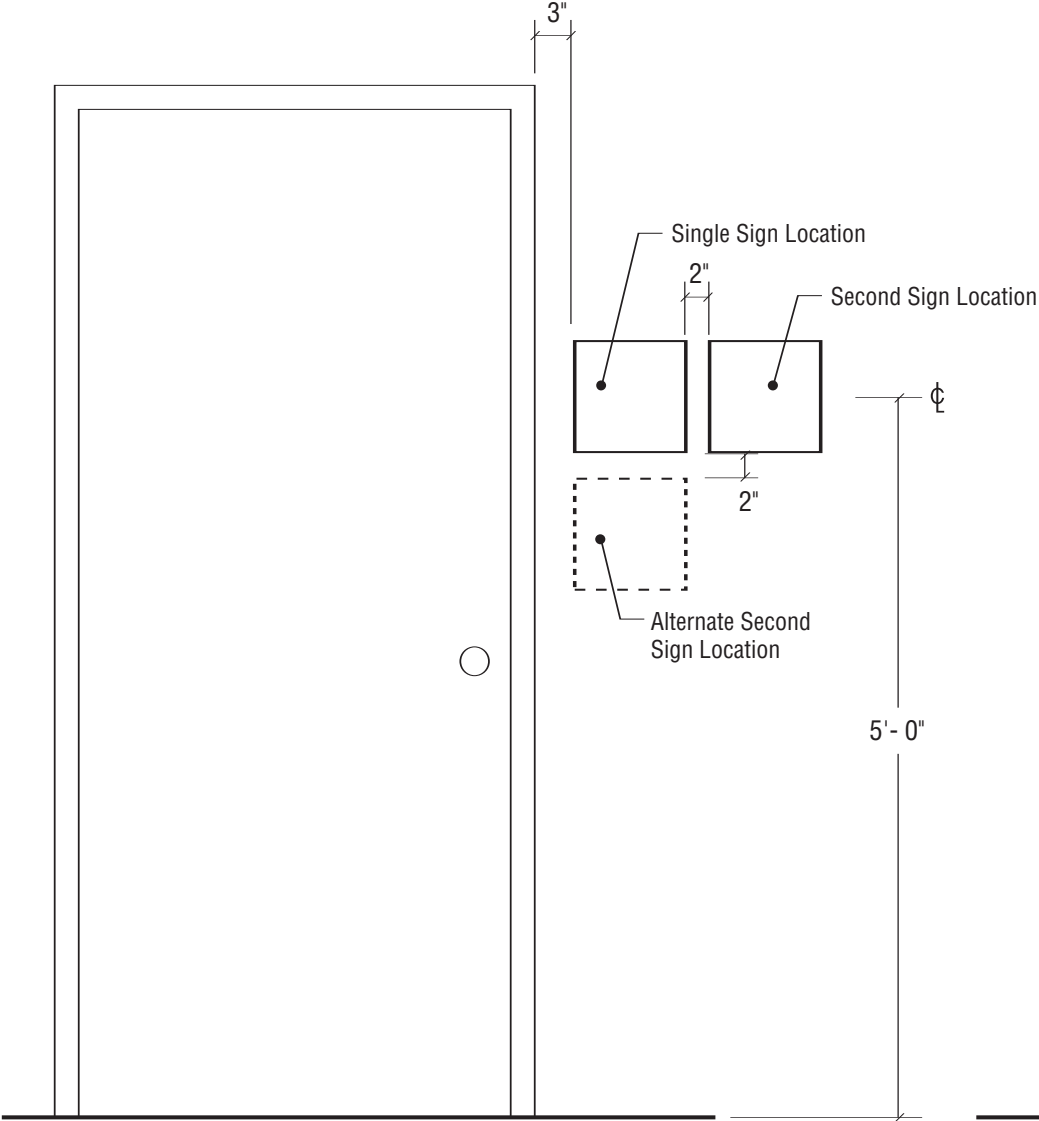
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TYPICAL 4.0

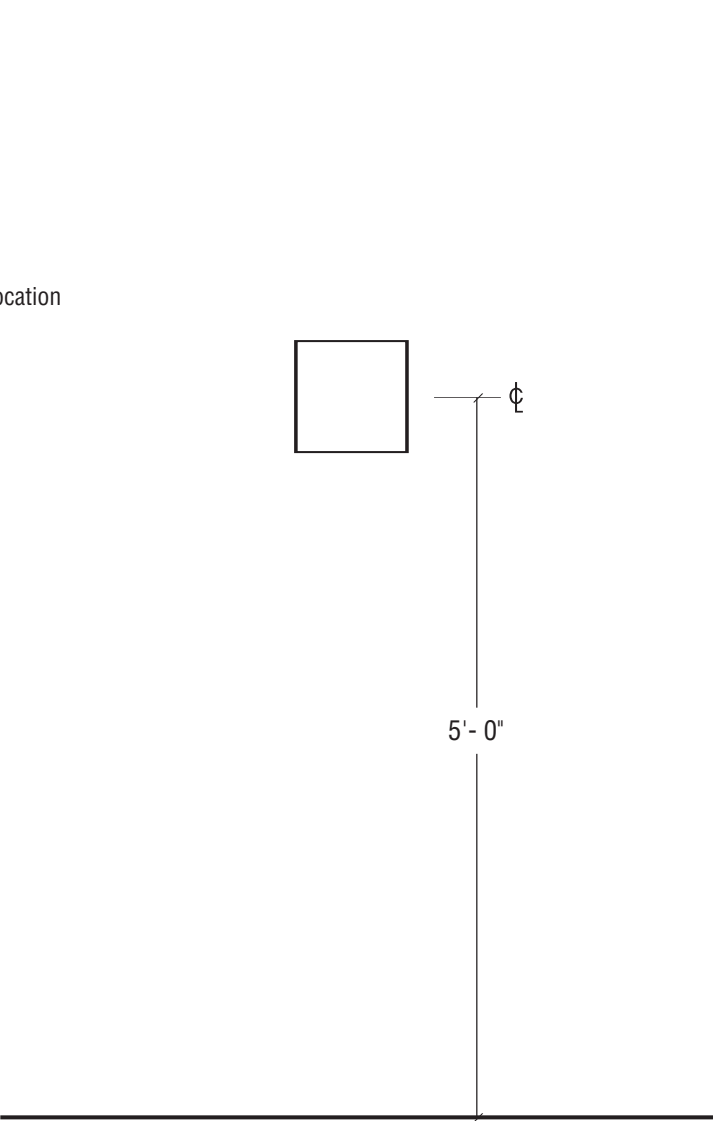
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1 SIGN LOCATION ELEVATION - DOOR
SCALE: 3/4" = 1'- 0"



2 SIGN LOCATION ELEVATION - MULTIPLE SIGNS
SCALE: 3/4" = 1'- 0"



3 SIGN LOCATION ELEVATION - WALL
SCALE: 3/4" = 1'- 0"



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CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE

DRAWING TITLE
L, M, & HH - Typical Plaque

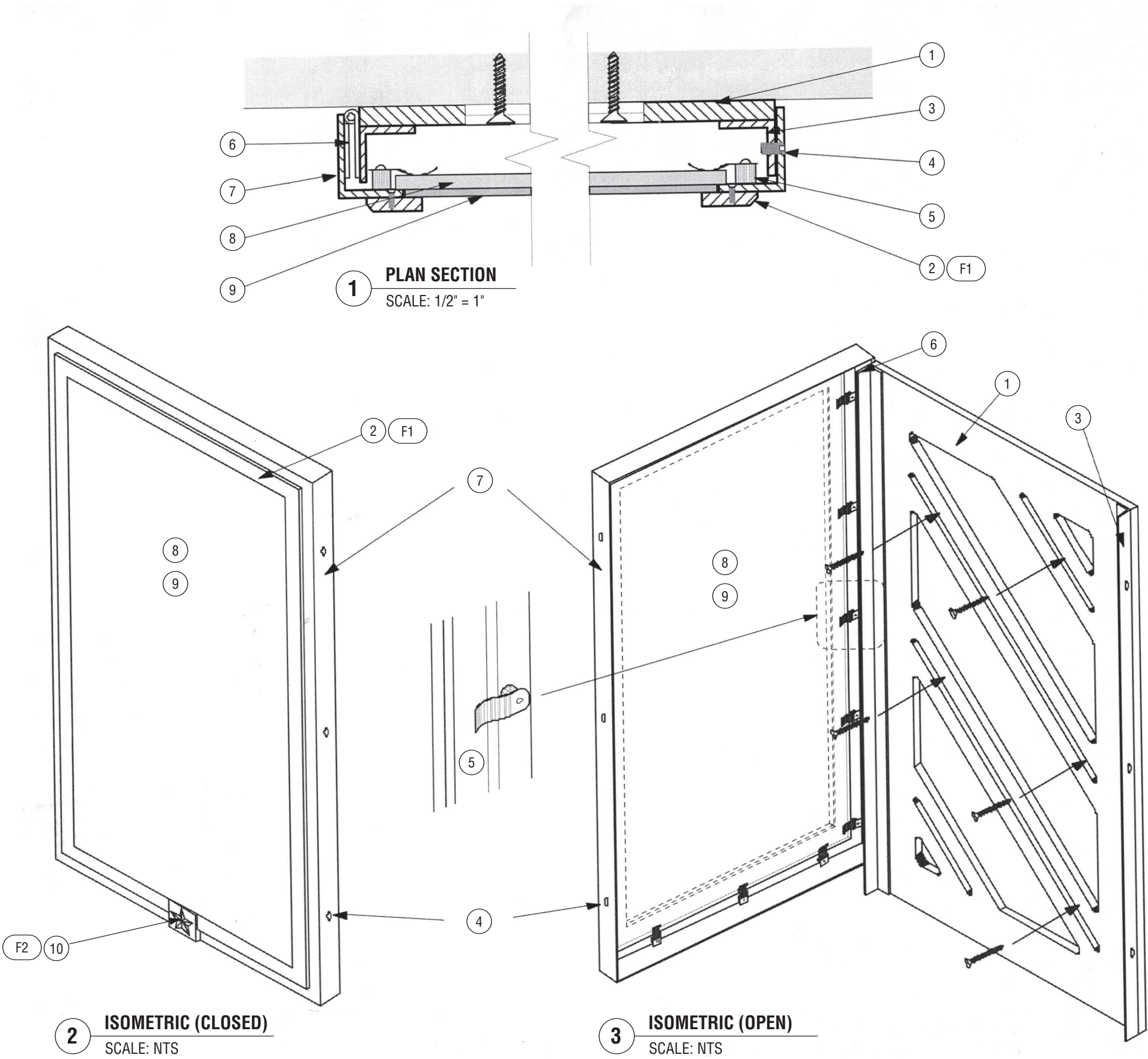
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TYPICAL 4.1

SHEET	DATE
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Notes

1. 3/8" aluminum back plate with beveled slots to hold flat head mounting screws.
2. Bronze frame with star, 1/4" x 1" with beveled outside edge and mitered cornered. Silver solder all joints. Mount to aluminum frame with screws from back in tapped holes.
3. 1" x 1" aluminum angle at each side, welded to backplate.
4. Tamper resistant screws at right side to hold case closed.
5. Graphic panels held in place with steel clips. Turn clips to remove panel.
6. Continuous piano hinge at left side.
7. Case frame. Welded aluminum angle. Grind all welds smooth with a clear anodized, satin finish, horizontal grain.
8. Backer panel behind graphic, 1/4" Sintra.
9. Front acrylic panel, 1/8" clear non-glare.
10. Cast bronze prismatic star, mechanically fastened to frame with concealed mechanical fasteners to prevent removal.
11. Four color process plotted graphic
- F1. Clear powder coat finish on frame, horizontal grain (parallel to frame component) and polished finish on the bevel and return.
- F2. Clear powder coat finish.



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CAPITOL COMPLEX - WAYFINDING
& ADA COMPLIANCE

DRAWING TITLE

F - Assembly Option

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24512.02

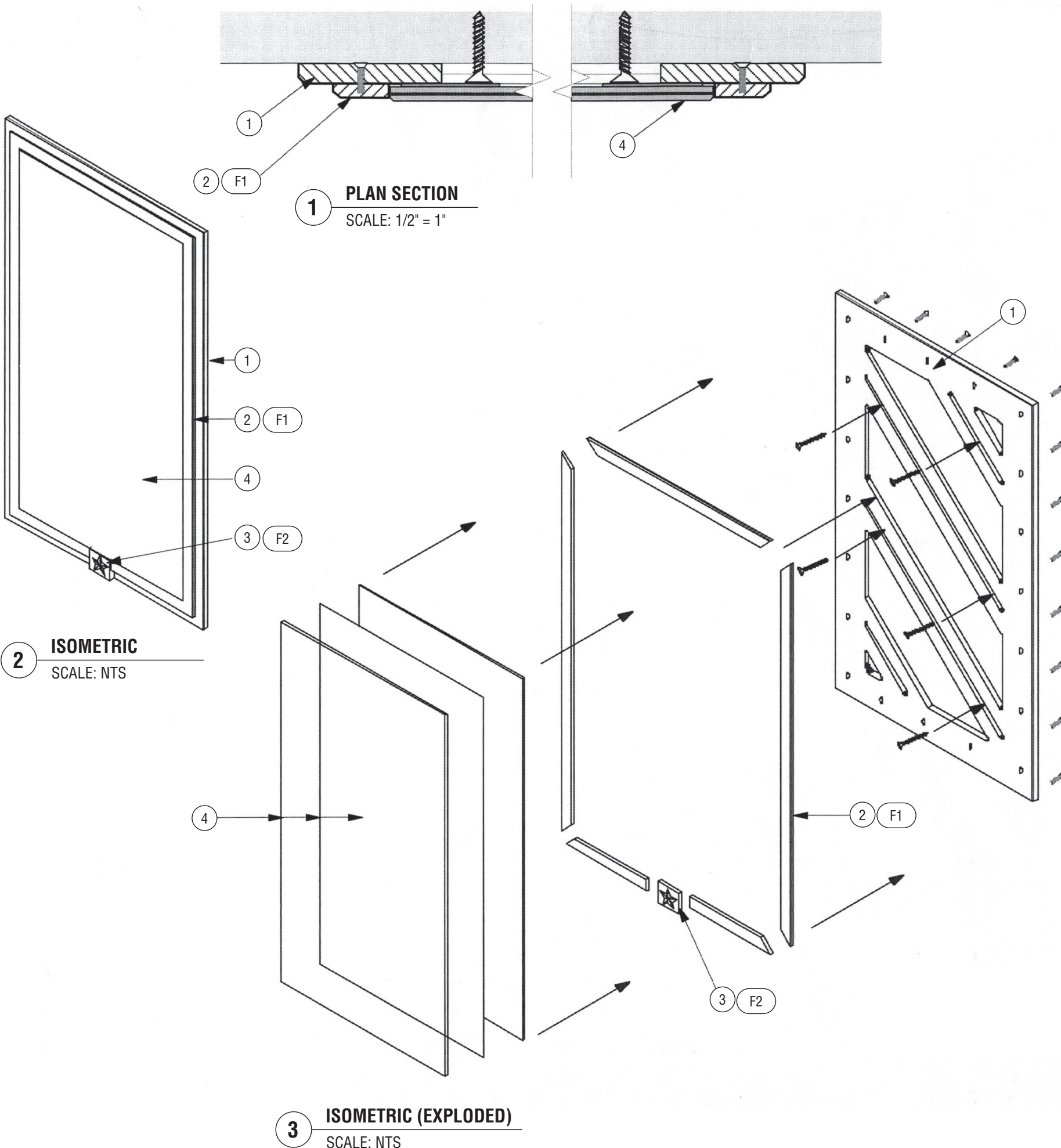
CAD FILE NO.

DRAWING NO.

ASSEMBLY 1

SHEET DATE

06/14/06



Notes

- 3/8" aluminum back plate with beveled slots to hold flat head mounting screws and 1/8" bevel around outside edge.
 - Bronze frame 1/4" x 1". 1/8" beveled inside edge. Miter corners and silver solder all joints. Mount to aluminum frame with screws from back tapped holes.
 - Cast bronze prismatic star, mechanically fastened to brass block with concealed mechanical fasteners to prevent removal.
 - Four color process plotted vinyl graphic laminated between two layers of 1/8" acrylic. Front layer to be clear non-glare. The back layer to 1/8" clear acrylic. Mount with magnetic or double-sided tape to back panel after mounting frame to wall.
- F1. Clear powder coat finish, horizontal grain (parallel to frame component) and polished finish on the bevel and return.
- F2. Clear powder coat finish.



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DRAWING TITLE
D,E,G,W & HH - Assembly Option

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ASSEMBLY 2

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